



# **Emergency Response Plan**

Revised March 2018

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## **I. INTRODUCTION AND PURPOSE**

This document will serve as a supplement to the Riverside Community College District Emergency Operations Plan (EOP). The Moreno Valley College Emergency Response Plan (ERP) addresses how the College will respond to emergencies, disasters, or major incidents. The Moreno Valley College ERP shall serve as the guideline for the College's mitigation, response, recovery, and resilience to emergencies or disasters. It insures the College complies with federal and state mandates regarding incident management utilizing the NIMS/ SEMS response model.

The Emergency Response Plan is created for significant incidents or disasters and is designed to protect lives and property through effective use of pre-planning and training, exercises and drills, available personnel and resources during emergency operations. The ERP is placed into operation whenever a natural or human-caused significant incident or disaster affects the College that exceed normal or routine operations. The plan's purpose is to do the following:

- Protect the health and safety of students, faculty, staff, and visitors;
- Protect personal, college, and district property;
- Protect the environment;
- Preserve the orderly continuity of College functions;
- Establish lines of authority, responsibility, functions and operations of the College during emergencies;
- Provide contingency plans for disasters and major emergencies, which may affect the College;
- Provide a basis for the coordination of emergency operations with the management of critical resources during emergencies;
- Identify the college's role for mutual aid to the city or county during a major incident; and
- Coordinate emergency operations with other emergency response agencies.

## **A. DISCLAIMER**

The material presented in this Emergency Response Plan (ERP), including all supplemental materials, have been written in accordance in compliance with local, state and federal mandates, guidelines, regulations, laws, and current standards. It is not the intent of this ERP to replace or void other mandated plans or operational directives. For example, this ERP is not a tactical manual for law enforcement or an operations manual for fire fighters or hazardous materials specialists responding to events at any College facility or campus. This ERP cannot anticipate all possible emergency events or situations and emergency responses, but it does provide a reference point and protocol to protect lives and property within the College.

The ERP has been reviewed, verified, and corrected where appropriate, by qualified emergency professionals and legal counsel, where relevant. To remain current, the ERP is reviewed annually and changed or updated as necessary, by qualified professionals at the College. The members of the Incident Management Team and other elements identified by the District's Emergency Operations Plan should test this Plan and its various elements through training and exercises.

Conditions may develop during operations where standard methods will not suffice and nothing in this ERP shall be interpreted as an obstacle to the experience, initiative, and ingenuity of the team members in overcoming the complexities that exist under actual emergency conditions. This ERP does not replace, nor is it intended to replace any training mandated by local, state and federal agency protocol, including Incident Command System (ICS), National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS).

## **B. KEY FACTS AND ASSUMPTIONS**

The College Emergency Response Plan is based on a realistic approach to the problems likely to be encountered at a college during a significant incident or disaster. The following are general guidelines:

- A major incident or disaster may occur at any time of the day or night, weekend or holiday, during clear or inclement weather, with little or no warning.
- Since events in an emergency are not predictable, published Emergency Response Plans will serve only as a guide and checklist, and may require modification in order to appropriately respond to the emergency.
- Disasters may affect widespread areas, therefore city, county and federal emergency services may be delayed or unavailable. The College can expect a delay of 72 hours or considerably longer before off-campus emergency services resources become available.
- **All district employees sign the “Oath of Allegiance” which confirms compliance with California Constitution, Article II, Sec. 3 and California Government Codes Sections 3100- 3109. California Government Codes 3100-3109 outline the duty as a Disaster Service Worker. Employees must be ready to comply with this mandate, including participating in necessary training in order to implement this plan. As this plan does not replace NIMS, SEMS or ICS training, it is assumed that employees will be familiar with these systems in order to effectively carry out assigned duties during a disaster. Additional information regarding Disaster Service Worker status is located in Board Policy and Administrative Procedure 3505C.**

## **C. AUTHORITY**

This plan derives its authority established from a series of RCCD Board Policies. The following are excerpts of the pertinent Board Policies:

### **BP 2430**

#### **Delegation of Authority to Chancellor and President**

##### **College Presidents**

Authority flows from the Board of Trustees through the Chancellor to the College Presidents. Each College President is responsible for carrying out the District policies. Each College President's administrative organization shall be the established authority on campus. The College President is the final authority at the College level.

### **BP 3500**

#### **Campus Safety**

The Board of Trustees is committed to a safe and secure District work and learning environment. To that end, the Chief of Police, College Safety and Police, in conjunction with the Vice Chancellor, Educational Services shall establish a Campus Safety Plan [ERP] and ensure that it is posted or otherwise made available to students. The Campus Safety Plan [ERP] shall include availability and location of police personnel, methods for summoning assistance of police personnel, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months.

### **BP 3505**

#### **Disaster Preparedness and Emergency Operations Plan**

The District has established this Policy with the objective of ensuring the wellbeing, safety and security of all personnel, students, visitors and children in childcare programs during an emergency and to protect District property and data. This Policy will provide for the preparation and carrying out of plans for the protection of persons and property within the District in the event of emergency or disaster conditions hereinafter referred to, the direction of the disaster organization and the coordination of the disaster functions of the District, with the City, County and with all other public agencies, corporations, organizations and affected private parties.

The Chancellor is directed to prepare an Emergency Operations Plan for the District. Said plan shall be the procedure for this policy, and shall comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and shall incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs.

## **D. KEY TERMS**

As used in this Plan, the following words and phrases shall have the meanings respectively ascribed to them:

Local Emergency –the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of the College/ District, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, violence, or earthquake; other than conditions resulting from a labor controversy.

State of Emergency – the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the College/ District caused by such conditions as air pollution, fire, flood, storm, epidemic, riot or earthquake or other conditions, other than conditions resulting from a labor controversy or conditions causing a “state of war emergency”, which conditions, by reason of their magnitude, are, or are likely to be, beyond the control of the services, personnel, equipment and facilities of any single city or county and require the combined forces of a mutual aid region or regions to combat.

State of War Emergency –the conditions which exist immediately, with or without a proclamation of the Governor, whenever this State or Nation is attacked by an enemy of the United States, or upon receipt by the State of a warning from the Federal Government indicating that such an enemy attack is probable or imminent.

Other terms used herein shall have meanings as used in the California Emergency Services Act.

### **Levels of Emergency:**

#### **Level 1–Minor:**

An incident involving a limited area that causes minimal impact or interruption to the campus. A limited number of RCCD/ Moreno Valley College emergency response personnel are needed to control the situation.

- Chemical spills or fires within a specific room or localized area

#### **Level 2–Moderate:**

A significant emergency that disrupts an entire floor or building and that may require assistance from external organizations. These events may escalate quickly and have serious consequences for mission critical functions and/or safety resulting in automatic activation of the Emergency Operations Center (EOC).

- Building fires or explosions, bioterrorism threat incidents, major chemical spills, extensive power or utility outages, or severe building flooding



**Level 3–Major:**

A major emergency that involves multiple buildings or that impacts the entire campus and the surrounding community. A timely resolution of disaster conditions requires college-wide cooperation, extensive coordination with external jurisdictions and automatic activation of the EOC.

- Large gas leaks, significant earthquakes, or major acts of terrorism

**E. INCIDENT COMMAND STRUCTURE**

**The College utilizes the NIMS (National Incident Management System) and SEMS (Standardized Emergency Management System).**

**National Incident Management System (NIMS)**

NIMS establishes standardized incident management processes, protocols, and procedures that all responders will use to coordinate and conduct response actions. NIMS incorporates incident management best practices developed and proven by thousands of responders and authorities across the country. These practices, coupled with consistency and national standardization, will be carried forward throughout incident management processes, such as exercises, qualification and certification, communications interoperability, doctrinal changes, training, publications, public affairs, equipping, evaluating, and incident management.

**Key Features of NIMS**

- **Incident Command System (ICS).** NIMS establishes ICS as a standard incident management organization with five functional areas – command, operations, planning, logistics, and finance/administration – for management of all major incidents. To ensure further coordination, and during incidents involving multiple jurisdictions or agencies, the principle of unified command has been universally incorporated into NIMS. This unified command not only coordinates the efforts of many jurisdictions, but also provides for and assures joint decisions on objectives, strategies, plans, priorities, and public communications.
- **Communications and Information Management.** Standardized communications during an incident are essential and NIMS prescribes interoperable communications systems for both incident and information management. Responders and managers across all agencies and jurisdictions must have a common operating picture for a more efficient and effective incident response.
- **Preparedness.** Preparedness includes a range of measures, actions, and processes that must be accomplished before an incident happens. NIMS preparedness measures include planning, training, exercises, qualification and certification, equipment acquisition and certification, and publication

management. All of these serve to ensure that pre-incident actions are standardized and consistent with mutually agreed doctrine. NIMS further places emphasis on mitigation activities to enhance preparedness. Mitigation includes public education and outreach; structural modifications to lessen the loss of life or destruction of property; code enforcement in support of zoning rules, land management, and building codes; and flood insurance and property buy-out for frequently flooded areas.

- **Joint Information System (JIS).** NIMS organizational measures enhance the public communication effort. The JIS provides the public with timely and accurate incident information and unified public messages. This system employs Joint Information Centers (JIC) and brings incident communicators together during an incident to develop, coordinate, and deliver a unified message. This will ensure that federal, state, and local levels of government are releasing the same information during an incident.

### **STANDARDIZED EMERGENCY MANAGEMENT SYTEM (SEMS)**

Riverside Community College District/Moreno Valley College operates in compliance with SEMS as described and required by Government Code Section 8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California.

#### **Planning and Coordination Levels**

SEMS is an integrated management system, which provides for five emergency response levels, including:

1. **Field Response Level.** The Field Response Level comprises of emergency response personnel and resources carrying out tactical decisions and activities in direct response to an incident or threat.
2. **Local Government Level.** The definition of local government includes cities, counties, and special districts. They manage and coordinate the overall emergency response and recovery activities within their jurisdictions. Local governments are required to use SEMS when their EOCs are activated or when a Local Emergency has been proclaimed. (*College District is a Local Government by virtue of being a special district.*)
3. **Operational Area Level.** The operational area is an intermediate level of SEMS, which comprises a county and all political subdivisions within the county, including special districts. The operational area staff manages and/or coordinates information, resources, and priorities among local governments within the operational area, and serves as the communication link between the Local Government Level and the Regional Level.
4. **Regional Level.** The SEMS regions are also known as mutual aid regions. There are six regions and their purpose is to provide for more effective application and

coordination of mutual aid and other emergency-related activities. At the Regional Level, information and resources are managed and coordinated among operational areas within the Region, between the operational areas, and at the State Level. In addition, coordination of state agency support for emergency response within the Region occurs at this level.

## SEMS Features

SEMS provides effective Emergency Response Management and assigns response functions into the various sections based upon commonalities, relationships, and agency assignments.

- **Essential Management Functions.** At the field response level, the five primary ICS functions of Command, Operations, Planning and Intelligence, Logistics, and Finance and Administration are used. At the local government, operational area, Regional, and State levels, the term *Management* is used instead of *Command* and the titles of other functions remain the same.
- **Management by Objectives.** As applied to SEMS, management by objectives means that each level of operations establishes measurable and attainable objectives to be accomplished for each established operational time period. Each objective may have one or more strategies and performance actions. The operational period is the time period set by management for the completion of the objectives. It may vary from a few hours to days, as determined by the situation.
- **Action Planning.** There are two variations of action planning under SEMS. First, Incident Action Plans, written or oral action plans at the field response level, reflect the overall strategy and specific tactical action and support information for the next specified operational period. Second, EOC Action Plans are developed at the local, operational area, Regional, and State levels to provide designated personnel with knowledge of the objectives to be achieved and the steps required. Action plans provide a basis for measuring achievement of objectives and overall performance, in addition to providing direction.
- **Modular Organization.** Modular organization provides for only those elements of the organization that are required to meet the current objectives to be activated and provides that all organizational elements can be arranged in various ways under SEMS essential functions (Management, Operations, Planning and Intelligence, Logistics, and Finance and Administration). Each activated element must have a person in charge of it. A supervisor may be in charge of more than one element.
- **Organizational Unity.** Every individual within the organization has a designated supervisor and hierarchy of command or management under the concept of organizational unity. Also, all organizational elements within each

activated level are linked together to form a single overall organization within acceptable span-of-control limits.

- **Span-of-Control.** Maintenance of an acceptable span-of-control is the responsibility of every supervisor. The optimum span-of-control is one to five, meaning one supervisor with supervisory authority over five subordinates. The recommended span-of-control at all levels is one to three through one to seven. A larger span-of-control can be acceptable if the supervised positions are all performing a similar function.
- **Personnel Accountability.** The intent of personnel accountability is to ensure that proper safeguards are in place, so that all personnel are accounted for at any time. This is accomplished through organizational unity and hierarchy of management using check-in forms, position logs, and other status-keeping systems.
- **Common Terminology.** Common terms are used for all organizational elements, position titles, and facility designations and resources, ensuring consistency and standardization within and between SEMS levels. It enables multi-agency, multi-jurisdictional organizations and resources to work together rapidly and effectively.
- **Resource Management.** In SEMS, functional activities relate to managing resources at all levels. Resource management describes the ways in which field resources are managed and how status is maintained. The management activity varies from level to level, from directing to controlling to coordination to inventorying, and the procedures vary accordingly.
- **Integrated Communication.** At the field level, integrated communication is used in any emergency. Throughout EOCs and among SEMS levels, communication systems must be compatible and planning and information flow must occur in an effective manner. Integrated communication refers to hardware systems, planning for system selection and linking, and the procedures and processes for transferring information.

## SEMS Components

1. **The Multi-Agency Coordination System (MACS),** as it applies to SEMS, is actually interagency coordination, and means the participation of agencies and disciplines involved at any level of the SEMS organization. These agencies work together in a coordinated effort to facilitate decisions for overall emergency response, sharing critical resources, and prioritizing incidents.
2. **The Master Mutual Aid Agreement** was initially signed in California in 1950 and was an agreement among cities, counties, and the State to join together in a comprehensive

program to provide voluntary services, personnel, and facilities when local resources were inadequate to handle an emergency. The Master Mutual Aid Agreement now contains discipline-specific Mutual Aid Systems that function on a statewide basis.

3. **Operational Areas (OAs)** consist of counties and all political subdivisions within a county area. The governing bodies of each county, and the political subdivisions within each county, have organized and structured their individual OA. The OA is responsible for the coordination of resources and information, and acts as a link in the system of communications and coordination between the State's Regional EOC (REOC), the County EOC, and the County EOCs of individual jurisdictions. Operations area management staff and mutual aid coordinators locate and mobilize resources requested by local government. Any emergency not specifically indicated below would be assigned to a Mutual Aid Coordinator, as defined by the type of emergency and applicable State or Federal laws.

As required by law under SEMS, the following elements have been incorporated into the Riverside Community College District's EOP.

- Use of SEMS in all future emergencies.
- Use of the SEMS functions (Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration).
- Management by objectives, action planning, modular organization, organizational unity and hierarchy of management, span of control, personal accountability, common terminology, resource management, and integrated communications.
- Use of ICS at the field level by all responding units and personnel.
- Arrangements for the provision of direction and control, including internal personnel notification/recall rosters and implementation methods.
- Specific emergency authorities that may be assumed by a designated successor during emergency situations and circumstances when emergency authorities would be terminated.
- Designation and establishment of communication systems and dispatch centers to manage resources and response personnel, and maintain contact with the EOC during emergencies.
- Designation of a representative to report to the EOC during an emergency to advise the Policy Group and coordinate response efforts with other responding entities.
- Reporting appropriate information as to casualties, evacuation status, damage sustained, radiation levels, chemical exposure, etc., to the EOC Staff during an emergency.
- Provide for support of clean-up and recovery operations during and after emergencies.
- Training of assigned response staff and volunteers.
- The five phases of emergency management —preparedness, response, recovery, mitigation, and prevention.

**Membership of Disaster Corps:**

The District disaster corps consists of all employees of the District, together with all volunteers and all groups, organizations and persons commandeered under the provisions of the California Emergency Services Act and this Policy, with all equipment and material publicly owned, volunteered, commandeered or in any way under the control of the aforementioned personnel, for the support of the aforementioned personnel in the conduct of disaster operations.

**Activation of Disaster Corps:**

The District disaster corps shall be activated and shall function as a disaster relief body, only:

1. Upon the existence of a “state of war emergency”;
2. Upon the declaration by the Governor of the state, or of persons authorized to act in his/her stead, of a “state of emergency” affecting and including the District;
3. Upon the declaration of a “local emergency” by the Riverside County Board of Supervisors, or by persons authorized to act in its stead, affecting and including the District;
4. Upon the declaration of a “local emergency” by the City Councils, or by persons authorized to act in their stead, of the Cities which fall within the legal boundaries of the District; or,
5. Upon the declaration of a “local emergency” by the Board of Trustees of the District.
6. If it is not feasible for the Board to call an emergency meeting, the following persons may declare a local emergency: If a District-wide emergency, the Chancellor, or designee. If a College emergency, the Chancellor or College President.

## **II. PROCLAMATION OF MORENO VALLEY COLLEGE STATE OF EMERGENCY**

The disaster corps shall be composed of such elements as are provided for in the District Emergency Operations Plan (EOP) of the District. The administrators of the District shall have the authority and duty to plan for the mobilization, operation and support of that segment of the disaster corps for which each is responsible as provided for in the District EOP and to conduct the activities thereof.

A copy of the District's EOP is available on the District's website.

### **Emergency Services Director:**

The Chancellor shall be the Emergency Services Director (ESD) and shall have authority over a declared District emergency.

The College President shall be the Emergency Services Director (ESD) and shall have authority over a declared College emergency.

In the absence or inability to act of the Chancellor or College President, he/she shall be succeeded as Emergency Services Director by the following officials in the order named:

### **District Emergency Services Director:**

Vice Chancellor, Educational Services

Vice Chancellor, Business and Financial Services

Vice Chancellor, Human Resources and Employee Relations

### **College Emergency Services Director:**

President

Vice President (VP) Business Services

VP Academic Affairs

VP Student Services

Dean of Instruction (DOI)

Dean of Student Services (Dean SS)

DOI CTE and Health Sciences

Dean Student Services, Counseling

Moreno Valley College's internal list of succession, is provided to the Chancellor, and the District Emergency Planning and Preparedness Manager, on an annual basis, or more often if the list changes.



The ESD shall have the following powers and duties:

1. To make appointments, subject to the approval of the Board of Trustees, within the disaster corps;
2. To request the Board of Trustees to proclaim the existence of a “local emergency” if the Board is in session, or to issue such proclamation if the Board is not in session. Whenever a “local emergency” is proclaimed by the ESD, the Board shall take action to ratify the proclamation with seven days thereafter or the proclamation shall have no further force or effect;
3. During the existence of a “state of war emergency”, or the proclaimed existence of a “state of emergency”, or a “local emergency” affecting the District the ESD is authorized to:
  - a. Control and direct the activities of the District’s disaster corps,
  - b. Use all District/College resources for the preservation of life and property and to reduce the effects of disaster,
  - c. Resolve questions of authority and responsibility that may arise in disaster operations,
  - d. Obtain vital supplies, equipment and other resources needed for the preservation of life and property by either binding the District/College for fair value thereof or, if required immediately, by commandeering same for public use,
  - e. Delegate to administrators and other employees of the District/College such duties and authorities as he/she deems necessary,
  - f. Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by any conditions proclaimed as provided herein,
  - g. Require emergency services of any District/ College administrator or other employee and to command the aid of as many citizens of the community as he/she deems necessary in the execution of his/her duties. Such persons shall be entitled to all privileges, benefits and immunities as are provided by state law for registered disaster service workers,
  - h. Exercise complete authority over the District/College,
  - i. Apply for federal financial assistance under the Disaster Relief Act.
4. In addition to the powers noted here, the ESD shall have such powers incidental to the performance of his/her duties as ESD as shall be necessary to allow him/her to carry out the EOP of the District. It is the intent of the powers enumerated in this Policy are not intended to be limitations upon his/her power.

**Office of Emergency Services:**

The office of emergency services shall be headed by the Emergency Services Coordinator (ESC), who is the Chief of Police. This office may consist of other positions as may be established by the Board.



**Orders:**

During the existence of a “state of war emergency” or of a proclaimed “state of emergency” or “local emergency” affecting the District, each member of the District disaster corps shall have authority to require that all persons follow reasonable orders given by him/her within the scope of his/her functions in order to execute the EOP of the District, and the willful failure of any person to follow such reasonable order or orders is a misdemeanor punishable by a fine of not more than five hundred dollars (\$500.00) or by imprisonment for not more than six months, or both.

### **III. ACTIVATION OF THE COLLEGE EMERGENCY RESPONSE PLAN**

A state of emergency may be declared if current conditions or information indicates that such a condition is developing or is probable. Only the CEO or other authorized official in their absence may declare a campus state of emergency when conditions warrant such a declaration. Declaring a state of campus emergency gives the College and District the right to restrict access to the campus to authorized persons (per the penal code). Violators who do not leave when requested or attempt unauthorized entry may be arrested.

#### **A. EMERGENCY PHONE NUMBERS**

**Moreno Valley College:**

16130 Lasselle Street • Moreno Valley, CA 92551-2045

**College Safety and Police**..... Emergency: 9-1-1 (from campus phone)  
(951) 222-8171 (from any phone)

**All emergencies from a cell phone:** 911

**Moreno Valley Police (Riverside Sheriff)**.....Non-Emergency: (951) 486-6700

**Moreno Valley Fire Department**.....Non-emergency: (951) 940-6900

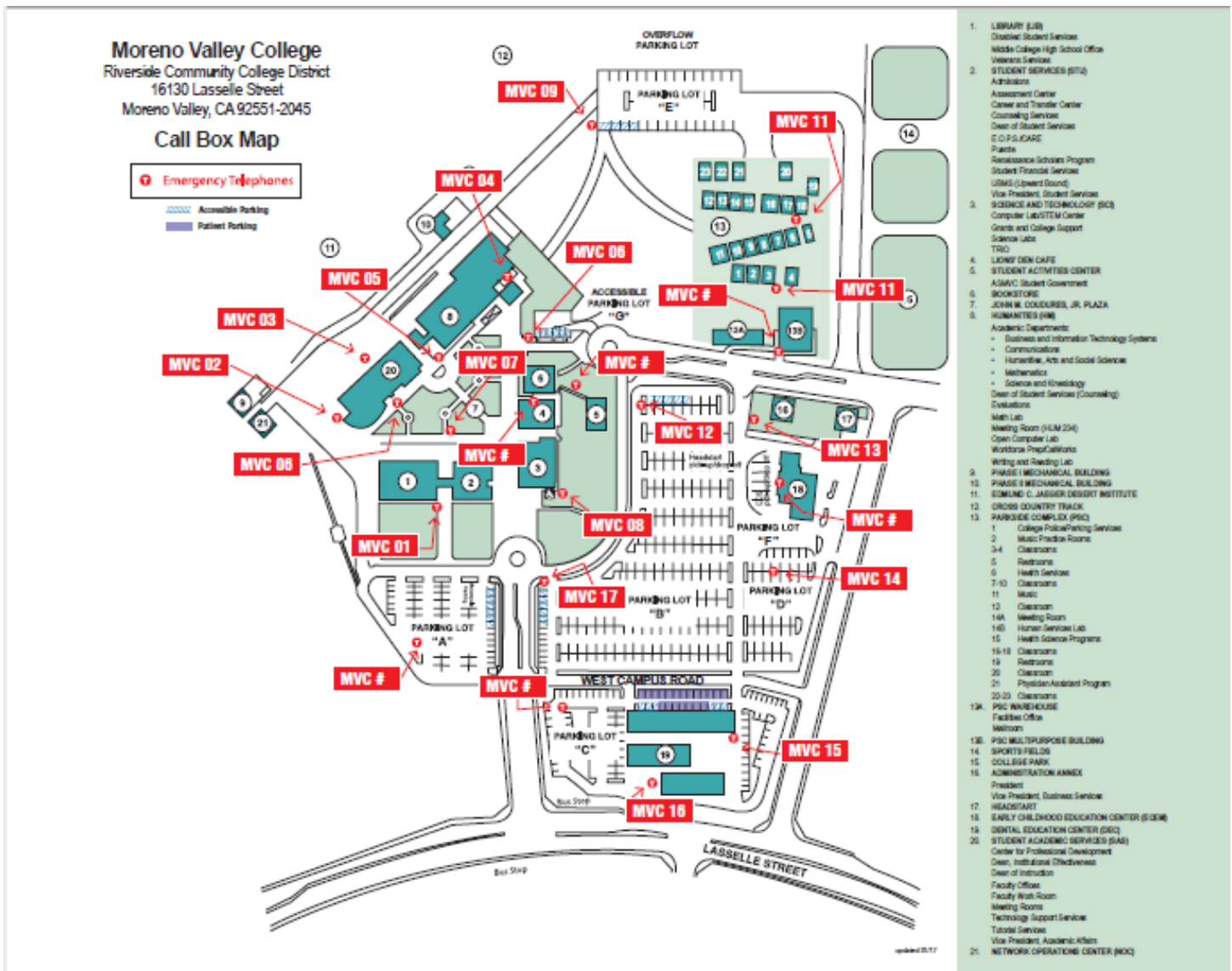
## **B. Notification of Students, Faculty, and Staff**

The District utilizes Rave Mobile Safety for multi modal mass notification. Rave Mobile Safety will notify via voice, text, e-mail. College Administration, Police Dispatch or the Chief of Police (or designee) can activate Rave notifications.

RAVE Guardian is a free Smartphone-based security application that allows users to call 911, call RCCD police, set up a timed virtual escort, and notify specific people about their status and location, and text RCCD Police about security threats or other problems. Students, faculty, and staff are encourage to download the Rave Guardian App through the App store (I-phone), or the Play store (Android).

Moreno Valley College also utilizes the Code Blue Emergency call boxes. The call boxes have a push for emergency button that connects to Police Dispatch. The call box also has a speaker that serves as a loud speaker. The speaker function can be operated remotely, or in conjunction with Rave Mobile Safety. There are 17 Code Emergency call boxes:

1. Lot A East Portion Along sidewalk
2. North side exterior of Student Academic Success (SAS) building
3. East side of exterior SAS building
4. Second floor (main entrance Humanities building
5. North side first floor exterior Humanities
6. West side exterior SAS building
7. Southwest portion John M. Courderes Plaza
8. West first floor exterior Science and Technology building
9. North portion of Parking Lot E
10. Walkway ramp between Parkside (PSC) 6 and 18
11. Walkway Between PSC3 and Warehouse
12. Easternmost end of Parking Lot B
13. North Exterior of Administrative Annex
14. Northeast portion of Parking Lot D
15. Southwest portion of Dental Education Center (DEC) building A
16. North of DEC Building C
17. Northeast portion of Parking Lot B



In the event of an emergency, notification will be sent out through both the Rave Mobile Safety and Code Blue Emergency call boxes.

RCCD Police Department officers are available 24 hours a day/ seven days a week. California State University San Bernardino Police Department dispatch can reach the officers via police radio

### C. College Emergency Operations Center

The Emergency Operations Center should be located in an area away from the actual danger. There should sufficient space for parking of vehicles from all involved in the Unified Command. If capable, facilities may have to provide temporary shelters.

The Network Operations Center (NOC) is equipped with a power generator. During most emergencies, the NOC may be used as the College Emergency Operating Center.

**D. Medical Aid Station** Director of Health Services will determine the location of the medical aid station based on the location of the incident, size of the incident, and availability of resources.

### E. Emergency Radios

The emergency radios are dispersed to college administration, building and floor captains, and other essential personnel.

### F. Faculty and Staff Reporting Procedures

If asked to evacuate the building, you should:

- **Proceed** to the nearest emergency exit in an orderly manner.
- **Avoid** the elevators.
- **Assist** anyone who is having difficulty evacuating the premises.
- **Listen** for any additional instructions from your Building or Floor Captain or Rave Mobile Safety system.
- **Assemble** in your designated safety area.
- **Take Roll** and account for your students or fellow staff members
- **Check-in** with your Building/Floor Captain
- **Notify** your Building/Floor Captain of anyone who is still unaccounted for.
- **Await** instructions on when it is safe to return to your floor.
- **Understand** that the process of relaying information may take a while (Be patient).

#### **IV. STRATEGIES:**

The following are suggested strategies to aid in managing the more common emergency incidents. The strategies are listed in no particular order. The circumstances of the emergency may dictate which strategies to employ:

- Assess/ notification of emergency
- Observe, record, report
- Evacuation
- Shelter in Place
- Duck, cover, hold on
- Escape barricade, defend
- Rescue/ render aid
- Threat avoidance
- Property protection

Within the decision making, it is suggested to prioritize in the following order:

- Life Safety (stop a violent attack, render first aid as needed, evacuate, extinguish a fire, identify hazards)
- Stabilization of incident
- Restoration to normal operations
- Recovery

## **V. RESPONSIBILITIES:**

### **A. PRESIDENT**

The President or designee is responsible for the safety of College property and its campus occupants. This responsibility includes working with District leadership in the areas of policy direction before, during and after a significant incident or disaster. The President is also responsible to ensure the College Incident Management Team is appropriately trained, exercised, and prepared to assume control of an incident regardless of incident type or severity. It is possible the President will serve as the Incident Commander but, depending upon the nature of the emergency, he or she may appoint another to assume command of the incident.

The President will consider the following elements related to emergency planning and management:

#### **Before An Emergency**

Read and understand the Emergency Response Plan (ERP), ERP Annexes and similar emergency documents and any necessary revisions.

Direct implementation of the Emergency Operations Plan at the college as necessary, including: participate in and encourage training, drills and exercises at the District and College level.

Prioritize resource allocation to ensure effective preparedness for, mitigation/prevention of, response to and recovery from disasters/ emergencies.

Model safety and emergency preparedness in day-to-day operations. Integrate emergency management into daily decisions.

#### **During An Emergency**

During a crisis, confident and supportive leadership is the most important role of President. The President can best demonstrate leadership during a crisis in the following ways:

Delegate authority to employees and on-scene responders.

Instill confidence in stakeholders that incident is being managed effectively.

Work with District leadership to make policy decisions and secure needed resources.

Quickly assess situation as reported and determine level of the incident based on “Levels of Emergency” outlined in the Emergency Operations Plan.

Management Watch (Standby)

Level One – Minor

Level Two - Moderate

Level Three – Major

Notify Chancellor's Office of incident and request resources.

Based on Level of Emergency, decide whether to activate the College Emergency Operations Center (CEOC) at primary or secondary location. If activated, direct employees to staff the EOC as needed, or have Incident Commander direct employees.

Determine if a "Proclamation of a College State of Emergency" needs to be completed. If so, notify the Chancellor and appoint an individual to complete the proclamation for signature (found in Emergency Operations Plan and on the Intranet).

Appoint an Incident Commander (IC).

Should the President designate himself or herself as the Incident Commander, the President will serve in this capacity until relieved. The President will serve in this role until appointing a replacement at the end of an operational period or during breaks.

If the President identifies another individual to serve as Incident Commander, or at any point relinquishes the IC responsibilities to another individual, the President will serve in the usual and customary role of managing the day-to-day operations of the institution and will provide organizational guidance to the Incident Commander.

Ensure notifications are made to all constituent groups using Secure RCCD e-mail.

If necessary, ask the Chancellor to convene a Policy Group. A Policy Group will include the District Chancellor, District Vice Chancellors, College Presidents, College Vice Presidents, General Counsel, and others at the discretion of the Chancellor. The Policy Group is activated when an emergency significantly impacts RCCD operations and policy guidance is needed to navigate the situation. The Policy Group evaluates the situation from many viewpoints and shared governance perspectives to consider the need for high-level policy decisions that may be factors during the emergency. The scope of the Policy Group's responsibilities general include:

Policy-level Decisions

Fiscal Authorizations and Resource Allocation

Strategic Prioritization

High-level Conflict Resolution

Strategic Policy Direction (recovery and resumption of normal operations)

Communication with External and Executive Authorities

Continue to monitor, direct and support operations as needed with specific adherence to the Incident Command System (ICS).



**After An Emergency**

Provide expectations to staff for demobilization of assets.

Ensure After-Action Report (AAR) is completed and submitted to District Risk Management, Safety & Police.; participate in AAR meetings as needed.

Prioritize action steps identified in the AAR in the Annual Program Review, Strategic Planning and other identified District/College processes.

Encourage employees to seek Critical Incident Stress Debriefing or Psychological First Aid through provided care.

Lead College in return to “the new normal” by continuing operations without minimizing the event(s) experienced by individuals.

Provide leadership during anniversaries, memorials and other related events.

Ensure documentation for FEMA and State Reimbursement is completed, in proper order and submitted through proper channels.

**B. COLLEGE ADMINISTRATION**

Every administrator may appoint a specific person(s) as Building and Floor Captain for every area under his or her control, and has the following general responsibilities prior to and during any emergency:

**Before the Emergency**

Develop and maintain a "telephone tree" for notifying all departmental or area employees in case of an emergency. This contact list will include home and cellular phone numbers and personal email addresses. The list containing personal information must be safeguarded. Develop and maintain a list of employees who would be on duty at any particular time. Have instructors maintain current class attendance rosters.

Work with District Safety & Emergency Planning Manager, College Safety Coordinator and Safety Committee to provide input, develop and integrate site or building specific emergency response plans and make available to all employees with follow-up discussions, on-the-job training or explanation as required. Plans must include basic procedures for alerting stakeholders, evacuation, establishing head count, locating emergency supplies, and other procedures specific or appropriate to each building.

Ensure that their employees know of the presence and location of any emergency equipment (such as bullhorns, first aid kits, emergency lighting, etc.) staged in the building. This equipment must be stored in a location that is both available for immediate emergency use and secure from tampering or unauthorized removal or use. Building and Floor Captains are responsible for periodic inspection to ensure this equipment remains in working order at all times.

Encourage their staff to participate in training and disseminate training information to their

### **During the Emergency**

Inform all employees under your direction of the emergency condition.

Assess the impact the emergency on your activities or operation and take appropriate action. This may include ceasing of operations and initiating building evacuation, shelter-in-place or lockdown. Assessment/ Evaluation procedures should include but not be limited to:

1. People needing assistance
2. Injuries: first aid needs, employees or students trapped or missing;
3. Facility damage: unsafe conditions, blocked access route, gas, water or sewage leaks, electrical problems or hazards.
4. Designate a person to maintain emergency communications (telephone, radio, runner, etc.) with the ICP, EOC or CEOC, as assigned in the Incident Command System
5. Relay assessment to EOC
6. Implement commands from Incident Commander
7. Updates EOC on evacuations
8. Hazardous materials spills: what, where, how much, etc.
9. Have all employees under your supervision keep a log of activities and hours worked in order to receive FEMA reimbursement.

### **After An Emergency**

Provide expectations to staff for demobilization of assets.

Participate in After Action Report (AAR) meetings as needed.

Prioritize department's action steps identified in the AAR in the Annual Program Review, Strategic Planning and other identified District/College processes.

Encourage employees to seek Critical Incident Stress Debriefing or Psychological First Aid through provided care.

Ensure documentation for FEMA and State Reimbursement is completed, in proper order and submitted through proper channels.

Lead department in return to "the new normal" by continuing operations without minimalizing the event(s) experienced by individuals.

Provide leadership during anniversaries, memorials and other related events.

## **C. DEPARTMENT CHAIRS AND FACULTY**

Each department chair and faculty member has the responsibility to do the following:

### **Before the Emergency**

Attend required basic major disaster training and become familiar with the district's Emergency Operations Plan and the emergency response procedures that apply to their work area.

Educate their students and coworkers concerning emergency response procedures as well as evacuation procedures for their building or area.

Inspect and evaluate their assigned building facility or area in advance to determine the impact a fire, earthquake, active shooter, or other major event could have. Report all safety hazards to the College Facilities and Maintenance Department and College Safety Coordinator. Submit service requests to correct hazards to the Facilities and Maintenance Department.

### **During an Emergency**

Inform their students and employees of the emergency and initiate emergency procedures as outlined in the Emergency Response Plan, emergency response procedures. Follow directions given by Building & Floor Captains, campus managers or administrators, District police, Safety & Emergency Planning Coordinator, or other authorized emergency personnel (law enforcement, fire fighters, etc.).

Keep a log (ICS 214) of hours worked and your activities for FEMA.

### **After An Emergency**

Participate in After Action Report (AAR) meetings as needed.

Prioritize department's action steps identified in the AAR in the Annual Program Review, Strategic Planning and other identified District/College processes.

Seek Critical Incident Stress Debriefing or Psychological First Aid through provided care, if necessary.

## **D. STAFF**

### **Before the Emergency**

Arrange to have an out-of-area telephone contact number for family members to call in case local phone system shuts down lines within the immediate area.

Make necessary contingency plans and preparations for themselves and their family members in the event of an infrastructure failure after a major region-wide incident, which may prevent DSW from returning home for three days (or considerably longer) after a disaster. This preparation should include but not be limited to: child and elder care, pet care, personal needs, etc.

Attend all mandated emergency preparedness and response training. Each employee is strongly urged to participate in additional training that includes but is not limited to: first aid and CPR, search and rescue, ICS, CERT, etc.

Have a personal cache of emergency supplies and equipment stored in their vehicle or other disaster resistant location that includes but is not limited to: 5-7 days' worth of food, water and medications, extra eye glasses, a sleeping pad and blanket or sleeping bag, a change of clothes including work clothes and gloves, comfortable walking shoes, small personal first aid kit and sundries, battery operated light, and radio.

### **During an Emergency**

If the employee is a member of the District or College Incident Management Team (IMT) or CERT, assist in immediate emergency response in his or her area or where he or she is located at time of the major emergency or disaster (e.g., help with evacuation, rescue, medical assistance if properly trained) but respond to his or her pre-arranged staging areas as soon as practicable. If unable to do so, continue to assist in immediate emergency response in area (e.g., help with evacuation, rescue, medical assistance if properly trained, procurement of supplies, etc.).

Stay on campus or return to campus if possible, to assist in emergency response. Much work will need to be done to ensure the security and safety of the buildings, provide assistance to injured or stranded students, assist Red Cross shelters if requested, and ultimately reopen the campus. The special skills possessed by College and District employees will be required to accomplish these goals.

Keep a log (ICS 214) of hours worked in disaster/ emergency response and activities involved in or accomplished. The log will assist the district in cost recovery for emergency response expenses. The log will be added to the permanent record of the disaster response effort, which is necessary for future emergency planning and legal challenges, which may result from the district's method of handling the disaster.

Realize it may be safer to remain on campus in a significant incident or major disaster than to attempt a dangerous trip home on impassible or damaged roads.

If off-campus during an emergency, RCCD Employees should adhere to the following:

Tune to a local radio station for emergency updates and routing instructions.

If physically able and requested, report to work location or designated disaster response assignment.

If local communication networks are down:

Report to work, if physically able, ASAP.

Make notes of damage observed en-route to work location or designated disaster response assignment.

If unable to reach assigned location, report to the nearest RCCD facility operated by employee's department. If this is not possible, report to the nearest RCCD campus or facility.

As a last resort, if unable to travel to a RCCD facility, report to the nearest law enforcement or fire station and report in as a "Disaster Service Worker from Riverside Community College District." Contact your RCCD Supervisor or District Dispatch and let him or her know: 1) Where you have reported; 2) What duties you will be performing; 3) Contact information for your supervisor at the site where you are performing your DSW work. If possible, get a signature from your DSW supervisor or copy of the sign-in sheet at the site where you are performing DSW status for verification of time served.

#### After An Emergency

Participate in After Action Report (AAR) meetings as needed.

Prioritize department's action steps identified in the AAR in the Annual Program Review, Strategic Planning and other identified District/College processes.

Seek Critical Incident Stress Debriefing or Psychological First Aid through provided care, if necessary.

### **E. BUILDING/FLOOR CAPTAINS**

Each building has one building captain and a floor captain for each floor within the building. The building and floor captain list is updated annually. See Current list.

Building Captains are responsible for the safety of individuals in their assigned areas. Each Building Captain will manage evacuations, sheltering-in place and lockdowns. Building Captains will check assigned areas, and coordinate emergency operations with the Incident Commander or manager as necessary.

Floor Captains are responsible for directing the evacuation of their floor/ area. The floor captain will verify evacuation and report the result to their building captain.

Building and floor captain will undergo training every two years. If vacancies exist, training will be conducted as soon as practicable.

Specific duties include but are not limited to:

#### **BEFORE AN EMERGENCY:**

Building Captains should:

- Introduce themselves to individuals in their assigned areas and familiarize new employees with emergency procedures.
- Report any suspected hazards or suspicious activities to the proper entity: College Safety and Police, Maintenance, Emergency Preparedness Coordinator, or Risk Management, Safety & Police Services.

- Be familiar with the physical layout of the building and the emergency tools within it: fire extinguishers; fire alarms; emergency preparedness kits, first aid kits, etc.
- Be familiar with the evacuation, shelter-in place and lockdown procedures in assigned area.
- Work with MVC Safety & Emergency Planning Coordinator and Community Emergency Response Team (CERT) Members to hold emergency drills and exercises.
- Attend training to maintain and improve response skills.
- Participate in College/District wide drills to maintain and improve skills

#### **DURING AN EMERGENCY:**

- Call or assign someone to notify College Police immediately at 911 (from any college phone) or (951)222-8171 from any cell phone.
- Notify building occupants of the emergency situation.
- Determine the need for evacuation, Shelter-In Place or Lockdown.
- Identify and communicate if evacuation is necessary.
- Direct Faculty, Staff and Students on the proper response: evacuation route, shelter-in place techniques and/or lockdown strategies
- Assign individuals to assist in the evacuation as necessary. These jobs may include:
  - Elevator Monitor, Exit Guard, or Stairwell Monitor
  - Ensure that all occupants are evacuated from buildings and secure each room indicating the room is clear.
  - Ensure that individuals with functional or access needs and visitors are assisted in evacuating the building.
  - Report completed tasks to the Incident Commander and/or Manager in charge at the time of the specific shift.

## **F. STUDENTS**

**Before an Emergency:** Know your environment; be aware of location of exits. Be familiar with emergency strategies.

**During an Emergency:** In the event of an emergency, students are expected to follow direction given by faculty or staff. In the absence of either leadership or College officials, nothing is implied to prohibit students from acting in a safe and prudent and set forth.

**After an Emergency:** Provide information to investigators. Seek assistance as necessary.

## VI. EMERGENCY PROCEDURES

### General Procedures:

#### A. Medical Emergency

- CALL 911 from any available telephone (cell, landline, etc.) and describe the nature of the medical problem and the location of the emergency on campus.
- If you have been trained, quickly:
  - Control serious bleeding by applying direct pressure on the wound.
  - If the victim is not breathing, begin CPR – Push hard and fast in the center of the chest.
  - If an AED is available, turn on the unit and follow the simple instructions to use it.
  - Keep the affected individual(s) still and comfortable. Have them lie down, if appropriate.

Remain with the injured person until help arrives

#### B. Fire

Upon discovery of an actual fire:

- Pull a fire alarm if one is nearby.
- Call the DISTRICT POLICE and describe the location and size of the fire.
- If possible, use a fire extinguisher. Remember PASS (Point Aim Squeeze, Sweep)
- Evacuate the area if you are unable to put the fire out.
- Close all doors and windows to confine the fire and reduce oxygen—but do not lock them.
- EVACUATE when the sound of the fire alarm is heard.
- Do not attempt to save possessions or personal collections at the risk of personal injury.
- DO NOT USE ELEVATORS to evacuate building.
- Be mindful of fire's location and nearest exits. Never allow the fire to come between you and an exit.
- Report to an evacuation site away from the fire.
- Report the names of any who are unaccounted or absent.
- DO NOT reenter a building unless it has been declared safe to do so.

#### C. Evacuation

- Do not delay your evacuation. Take your phone but leave all personal items.
- Close the door to the office or classroom as you are leaving.
- Evacuate using the stairs ONLY and get as far away from the building as you can.
- Assist others as you are able. Look to be sure everyone around you heard or saw the alarm and are leaving the building too.
- Make every effort to evacuate persons with physical limitations without interfering with the egress of others. If a person cannot be moved they may shelter in place. Assemble in the Designated Assembly Area and report to the Floor Captain. Remain there.



## D. Evacuation Chairs

- Stryker brand evacuation chairs are located throughout the College. They are intended to allow a single person to safely move a disabled person from a multi-story building. The Stryker evacuation chairs are placed in the following buildings/ locations:
  - Warehouse- doorway from office to warehouse
  - Humanities- outside of room 333 (due east of the main stairwell)
  - SAS second floor stair landing-outside of room 210
  - SAS third floor stair landing- outside of office 320
  - Library-Third floor Stair landing
  - Student Services- Third floor stair landing

## E. Targeted Violence

Lock Down is necessary when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied areas. During lock down, staff and students are to remain in the classroom or designated locations at all times. Because Community Colleges are “open campuses” complete and total lock-downs are not possible. In the event of a life threatening situation, faculty, staff and students should make every attempt to lock-down the room they occupy.

- If inside, lock doors and/or barricade (depending on the threat level)
- Move away from doors and windows.
- Close any shades or blinds if it appears safe to do so.
- See also “Active Shooter” instructions.
- If outside, students should proceed to the closest classroom or office area if safe to do so.
- School staff and students must remain in the classroom or secured area until further instructions are provided by the College Administration or law enforcement.
- Turn off cell phones except one.
- Do not make phone calls, unless you or someone near you
  - 1) has a life threatening injury or 2) know where the threat is located.
- Do not text information or post information that could put you or others in danger (your location, location of law enforcement officers, etc.)
- As much as possible building entrances and exits must be locked and no visitors other than appropriate law enforcement or emergency personnel are to be allowed in.

If an active shooter is present (gunfire is heard). All staff should consider taking the following actions if possible:

- **Escape:** If the staff members believe they can escape (get off campus) they should escort students off campus quickly and quietly away from the sounds of gunfire.

- **Barricade:** If staff members determine it is unsafe to escape, they should barricade themselves and students in a classroom or other facility. Begin preparing for barricade breach.
- **Defend:** As a last resort, if staff members are unable to escape or barricade, or if the perpetrator breaks through the barricade, they should have a plan to defend themselves and their students. Identify and use items to defend yourself or others.

## **F. Assault/Fighting**

- Call District Police.
- Approach in a calm manner and direct combatants to stop fighting.
- Do not attempt to separate combatants during a physical altercation.
- Keep combatants isolated from others, if possible, until the District Police arrive.
- Assess extent of injuries, if safe administer first aid and seek further medical support as needed.

## **G. Earthquake**

### If indoors:

- When the earth begins shaking DROP, COVER and HOLD.
- Do NOT evacuate immediately during the earthquake.
- Keep away from overhead fixtures, glass windows, filing cabinets, shelves and bookcases.
- Check for any injured and render First Aid.
- Call District Police
- If classroom or building is heavily damaged, initiate immediate evacuation.
- Protect yourself at all times and be prepared for aftershocks.
- Be aware of falling overhead objects.
- Proceed to the designated evacuation site.
- Record the names of any who are unaccounted or absent. Keep list available if searches are needed.
- DO NOT reenter a building unless it has been declared safe to do so.

### If outdoors:

- When the earth begins shaking DROP, COVER and HOLD.
- Move quickly away from buildings, utility poles, and other structures.
- Assist any persons with physical disabilities and find a safe place for them.
- Protect yourself at all times and be prepared for aftershocks.
- Be alert for gas leaks, live wires, flooding, etc.
- In a life threatening emergency call 911. If it is not a life threatening emergency, call the District police.

**H. Bomb Threats**

- Call District Police
- Check your immediate area for any suspicious devices, abandoned backpacks, boxes, etc. that do not belong to anyone or seem to be out of place.
- Limit usage of cell phones, radios or fire alarm system because of risk of activating a device.
- If a suspicious device or package is found... DO NOT TOUCH.
- Clear the immediate area and notify the DISTRICT POLICE from a safe distance.
- If directed, evacuate away from the device at a safe distance away from buildings.
- Record the names of any who are unaccounted or absent. Keep list available if searches are needed.
- Be prepared to treat injuries that may arise.

**I. Explosions**

- Notify the District police and take cover under tables, desk, and similar places that will give protection against flying glass and debris.
- If directed to do so by District Police or College staff, activate the fire alarm system and Evacuate from the building to a safe evacuation area.
- Beware of falling debris and electrical wires as you evacuate.
- Report the names of any who are unaccounted or absent.
- DO NOT reenter a building unless it has been declared safe to do so

**J. Shelter in Place**

Take action in order to place and/or keep individuals indoors in the event that airborne contaminants found in the outside air or another hazard such as a bee swarm or violent animal is in the area. Shelter-in-Place is implemented when there is a need to isolate students and staff from the outdoor environment, and may include the shut-down of classroom and/or building heating, ventilation, and air conditioning (HVAC) systems. During Shelter-in-Place, every precaution should be taken to avoid exposure to the outside air or whatever hazard has surfaced.

- If inside, staff should keep students in the classroom until further instructions are given.
- If outside, individuals should proceed to the nearest safe indoor facility. Individuals who are exposed to outside air/any contaminant should congregate away from individuals who were not exposed. Anyone who is exhibiting symptoms must be treated, call 911 from location to notify Police of medical needs.
- If in a room and there is an air-conditioner/heater control – turn to “off” if the situation warrants.
- Shut any doors and windows
- Turn off any sources of ignition
- Wait for “all clear” by Building/Floor Captain or Incident Commander

**K. Hazardous Materials**

If a chemical or biohazard spill occurs within any campus building or facility, CALL 911.

- If a chemical spill occurs outside of a building or from an off campus source, follow the shelter-in-place procedures.
- In either case, notify the RCCD Police Department if you have been exposed to a chemical.
- If exposed, avoid contact with other students, faculty, or staff.
- If evacuating, move to an area upwind and away from the doors.
- Use your clothing or other clean, dry material to shield your nose, eyes, and mouth if possible.
- Remain calm and be prepared to move quickly if notified to do so by authorities.

**L. Training/Drills**

Training and exercises will be held on a regular basis following a developed plan that allows for all scenarios which will help staff react to emergency situations in an effective manner.



## **APPENDIX**

**A: MVC Emergency Procedures**

**B: ICS 201 Form**

**C: ICS 214 Form**

**D: ICS 211 Form**

**E: SEMS After Action Report**



## EMERGENCY PROCEDURES

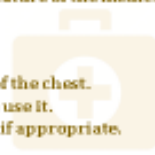
DIAL 911 | RCCD POLICE (951) 222-8171

### MEDICAL EMERGENCY

CALL 911 from any available telephone (cell, landline, etc.) and describe the nature of the medical problem and the location of the emergency on campus.

If you have been trained, quickly:

- Control serious bleeding by applying direct pressure on the wound.
- If the victim is not breathing, begin CPR - Push hard and fast in the center of the chest.
- If an AED is available, turn on the unit and follow the simple instructions to use it.
- Keep the affected individual(s) still and comfortable. Have them lie down, if appropriate.
- Remain with the injured person until help arrives.



### FIRE

1. ACTIVATE the fire alarm using a manual pull station.
2. EVACUATE the building using the nearest exit or stairwell.
3. ASSIST anyone requiring help to evacuate the building
4. DO NOT use the elevators.
5. CALL 911.
6. NEVER re-enter the building unless instructed to do so by Police or Fire personnel.

#### FIRE EXTINGUISHER INSTRUCTIONS

- P - Pull the pin on the extinguisher.  
 A - Aim the hose or nozzle at the base of the fire.  
 S - Squeeze the handle to activate the extinguisher.  
 S - Sweep the extinguisher back and forth at the base of the fire.

### EVACUATION

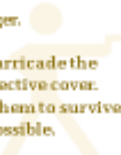
- Do not delay your evacuation. Take your phone but leave all personal items.
- Close the door to the office or classroom as you are leaving.
- Evacuate using the stairs ONLY and get as far away from the building as you can.
- Assist others as you are able. Look to be sure everyone around you heard or saw the alarm and are leaving the building too.
- Make every effort to evacuate persons with physical limitations without interfering with the egress of others. If a person cannot be moved they may shelter in place.
- Assemble in the Designated Assembly Area and report to the Floor Captain. Remain there.



### ACTIVE SHOOTER

BE PREPARED TO RUN, SHELTER IN PLACE, OR TAKE ON THE SHOOTER.

- If possible, quickly exit the building and evacuate to a safe area away from danger.
- CALL 911
- If it is not possible to exit safely, get to an enclosed room or office and lock or barricade the door. Turn off the lights and keep quiet. Turn down your cell ringer. Take protective cover.
- If the armed assailant enters your area, your option may be limited to fighting them to survive. Use anything you can find as an improvised weapon and attack with others if possible.
- Do not give up for any reason. Try to disable the intruder.



### EARTHQUAKE

IF Indoors:

- Immediately DROP, COVER, and HOLD ON under a sturdy desk or table.
- Position yourself along an interior wall, staying away from glass windows, shelves, and heavy equipment which could topple over onto you.
- Do not run outside unless your building is believed to be in imminent danger of collapse.

IF Outdoors:

- Move quickly away from buildings, utility poles, and other structures. Stay in an open area.



### BOMB THREAT

IF YOU ARE CALLED BY A PERSON THREATENING A BOMB ATTACK:

- Have someone else CALL 911 and then call RCCD Police to report the threatening call.
- Keep talking to the caller as long as possible and ask the following:
  1. What does the bomb look like? What kind of bomb is it??
  2. Why did you place the bomb?
  3. What is your name?
  4. Where is the bomb?
  5. When is the bomb going to detonate?



### SHELTER IN PLACE

Certain incidents like hazardous spills may require that you and others shelter-in-place.

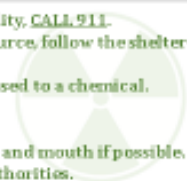
- Select a small, interior room, with no or few windows and close all windows and exterior doors.
- Turn off all fans, heating, and air conditioning systems.
- If instructed to do so, use whatever is available to seal all cracks around the door and vents into the room.
- Remain indoors until RCCD Police or other authorities tell you it is safe or you are told to evacuate.



### HAZARDOUS MATERIALS

If a chemical or biohazard spill occurs within any campus building or facility, CALL 911.

- If a chemical spill occurs outside of a building or from an off campus source, follow the shelter-in-place procedures.
- In either case, notify the RCCD Police Department if you have been exposed to a chemical.
- If exposed, avoid contact with other students, faculty, or staff.
- If evacuating, move to an area upwind and away from the doors.
- Use your clothing or other clean, dry material to shield your nose, eyes, and mouth if possible.
- Remain calm and be prepared to move quickly if notified to do so by authorities.



## INCIDENT BRIEFING (ICS 201)

<b>1. Incident Name:</b>	<b>2. Incident Number:</b>	<b>3. Date/Time Initiated:</b> Date: _____ Time: _____
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**9. Current Organization** (fill in additional organization as appropriate):

Incident Commander(s)

Liaison Officer

Safety Officer

Public Information Officer

Planning Section Chief

Operations Section Chief

Finance/Administration  
Section Chief

Logistics Section Chief

**6. Prepared by:** Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_ Signature: \_\_\_\_\_

ICS 201, Page 3	Date/Time: _____
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### ACTIVITY LOG (ICS 214)

<b>1. Incident Name:</b>		<b>2. Operational Period:</b> Date From: _____ Date To: _____ Time From: _____ Time To: _____	
<b>3. Name:</b>	<b>4. ICS Position:</b>	<b>5. Home Agency (and Unit):</b>	
<b>6. Resources Assigned:</b>			
Name	ICS Position	Home Agency (and Unit)	
<b>7. Activity Log:</b>			
Date/Time	Notable Activities		
<b>8. Prepared by:</b> Name: _____ Position/Title: _____ Signature: _____			
ICS 214, Page 1		Date/Time: _____	



## ACTIVITY LOG (ICS 214)

[illegible]



## ICS 214

### Activity Log

**Purpose.** The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

**Preparation.** An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

**Distribution.** Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

#### Notes:

The ICS 214 can be printed as a two-sided form.

Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Operational Period</b> <ul style="list-style-type: none"><li>• Date and Time From</li><li>• Date and Time To</li></ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	<b>Name</b>	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	<b>ICS Position</b>	Enter the name and ICS position of the individual in charge of the Unit.
5	<b>Home Agency</b> (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	<b>Resources Assigned</b>	Enter the following information for resources assigned:
	<ul style="list-style-type: none"><li>• Name</li></ul>	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	<ul style="list-style-type: none"><li>• ICS Position</li></ul>	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	<ul style="list-style-type: none"><li>• Home Agency (and Unit)</li></ul>	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	<b>Activity Log</b> <ul style="list-style-type: none"><li>• Date/Time</li><li>• Notable Activities</li></ul>	<ul style="list-style-type: none"><li>• Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day.</li><li>• Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc.</li><li>• This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.</li></ul>
8	<b>Prepared by</b> <ul style="list-style-type: none"><li>• Name</li><li>• Position/Title</li><li>• Signature</li><li>• Date/Time</li></ul>	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

**INCIDENT CHECK-IN LIST (ICS 211)**

<b>1. Incident Name:</b>		<b>2. Incident Number:</b>		<b>3. Check-In Location</b> (complete all that apply): <input type="checkbox"/> Base <input type="checkbox"/> Staging Area <input type="checkbox"/> ICP <input type="checkbox"/> Helibase <input type="checkbox"/> Other				<b>4. Start Date/Time:</b> Date: Time:										
<b>Check-In Information</b> (use reverse of form for remarks or comments)																		
<b>5. List single resource personnel (overhead) by agency and name, OR list resources by the following format:</b>								<b>6. Order Request #</b>	<b>7. Date/Time Check-In</b>	<b>8. Leader's Name</b>	<b>9. Total Number of Personnel</b>	<b>10. Incident Contact Information</b>	<b>11. Home Unit or Agency</b>	<b>12. Departure Point, Date and Time</b>	<b>13. Method of Travel</b>	<b>14. Incident Assignment</b>	<b>15. Other Qualifications</b>	<b>16. Data Provided to Resources Unit</b>
State	Agency	Category	Kind	Type	Resource Name or	ST or TF												
<b>ICS 211</b>		<b>17. Prepared by:</b> Name: Position/Title: Signature: Date/Time:																



CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

Standardized Emergency Management System

**AFTER ACTION REPORT**

**PART I - GENERAL INFORMATION**

**NAME OF AGENCY:**

**TYPE OF AGENCY:**

- ☐ City                      ☐ State Agency      ☐ Other  
☐ County                      ☐ Federal Agency      \_\_\_\_\_  
☐ Operational Area      ☐ Special District

**OES ADMINISTRATIVE REGION:**

- ☐ Coastal (Walnut Creek Office)  
☐ Inland (Sacramento Office)  
☐ Southern (Los Alamitos Office)

**INCIDENT PERIOD OR DATE(S) OF EXERCISE:**

(Month / Day/ Year)

Began: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Ended: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**INCIDENT, PLANNED EVENT, OR EXERCISE:**

- EXERCISE TYPE:      ☐ INCIDENT  
☐ Table-top              ☐ PLANNED  
☐ Functional              \_\_\_\_\_  
☐ Full-scale              (specify)

**TYPE OF HAZARD OR EXERCISE SCENARIO:**

- ☐ Avalanche              ☐ Flood                      ☐ Terrorism  
☐ Civil Disorder              ☐ Fire (Structural)      ☐ Tsunami  
☐ Dam Failure              ☐ Fire (Wild)              ☐ Winter Storm  
☐ Drought                      ☐ Landslide              ☐ Other (Specify)  
☐ Earthquake                      \_\_\_\_\_



## College Emergency Response Plan

PART II SEMS FUNCTIONS EVALUATED							
SEMS FUNCTIONS	TOTAL PARTICIPANTS (Each Function)	EVALUATION  Circle: (S) or (NI) (Satisfactory)  (Needs Improvement)	CORRECTIVE ACTION REQUIREMENTS:				
			(Check to indicate corrective actions required)  PLANNING   TRAINING   PERSONNEL   EQUIPMENT   FACILITIES				
<b>Management:</b> Public Information Safety, Liaison, Inter-agency Coordination, Security, etc.		S      NI					
<b>Command (Field)</b> Public Information Safety, Liaison, Inter-agency Coordination, Security, etc.		S      NI					
<b>Operations:</b> Law Enforcement, Fire/ Rescue, Const. & Eng., Medical/ Health, Care & Shelter etc.		S      NI					
<b>Planning/Intelligence:</b> Situation Status & Analysis, Documentation, Advance Planning, Demobilization etc.		S      NI					
<b>Logistics:</b> Services, Support, Facilities, Personnel, Procurement, Supplies, Equipment, Food etc.		S      NI					
<b>Finance Administration:</b> Purchasing, Cost Unit, Time Unit, Compensation and Claims etc.		S      NI					
<b>Other Participants:</b> Exercise Staff, Community Volunteers, etc.							
<b>Grand Total:</b>							

### PART III - AFTER ACTION REPORT QUESTIONNAIRE

Complete this questionnaire for all functional or full-scale exercises, and actual INCIDENTS. Responses to questions 18-26 should address areas identified as “needing improvement and corrective action” in Part I, as well as any “No” answers given to questions 1-17 below:

**INCIDENT NAME:**

**PLANNED EVENT / EXERCISE NAME:**

**QUESTION:**

**YES**

**NO**

**N/A**

1. Were procedures established and in place for response to the incident?

2. Did your jurisdiction organize the response using established procedures?

3. Did field command use ICS to manage field response?

4. Did field command use all ICS Sections?

5. Did field command establish a Unified Command?

6. Was your EOC and/or DOC activated?

7. Was the EOC and/or DOC organized according to SEMS?

8. Did your jurisdiction assign sub-functions in the EOC / DOC around the five SEMS functions?

9. Did your jurisdiction use trained response personnel in the EOC / DOC?

10. Did your jurisdiction use action plans in the EOC / DOC?

11. Did field level personnel use action-planning processes?

12. Did your jurisdiction coordinate with volunteer agencies?

13. Did your jurisdiction request and receive Mutual Aid?

14. Was Mutual Aid coordinated from the EOC / DOC

15. Did your jurisdiction establish an inter-agency coordination group established at the EOC / DOC level?

16. Did your jurisdiction conduct public alert and warning according to procedures?

17. Did your jurisdiction coordinate public safety and incident information media?

18. During your response, was there any part of SEMS that did not work for your agency? If so, how would (did) you change the system to meet your needs?

19. As a result of your response, are any changes needed in your plans or procedures? Please provide a brief explanation:
20. Identify any specific areas not covered in the current SEMS Approved Course of Instruction or SEMS Guidelines.
21. Did your jurisdiction identify any issues for people with access and functional needs during sheltering, evacuation, alert and warning or access to assistance centers? If so, provide a brief explanation.
22. Did your jurisdiction identify any issues during coordination with any Emergency Function (EF)? If so, provide a brief explanation including the EF number and the issue.
23. Did your jurisdiction use volunteers during this incident or event? If so, please elaborate on the activities performed and any organizational affiliation if any.
24. Did your jurisdiction establish shelters during this incident of event? If so, how many shelters?
25. Did your jurisdiction identify any issues during this incident of event regarding pets or livestock? Please elaborate what the issues were and what actions your jurisdiction took to resolve the issues.
26. Did your jurisdiction establish an assistance center?

**PART IV - NARRATIVE**

Use the space below to provide additional comments pertaining to Part III questions 18-26, or for any additional observations:

**FORM COMPLETED  
BY:**

\_\_\_\_\_  
(Print Name)

**BUSINESS PHONE:**

**YOUR AGENCY  
NAME:**

**REPORT DUE DATE:**

\_\_\_\_/\_\_\_\_/\_\_\_\_

**DATE COMPLETED:**

\_\_\_\_/\_\_\_\_/\_\_\_\_

**OES USE ONLY**

DATE RECEIVED:

\_\_\_\_/\_\_\_\_/\_\_\_\_

RECEIVED BY:

\_\_\_\_\_



**PART V- RESPONSE SUMMARY**

**State and local agencies response activities chart**

The following chart summarizes the wide array of activities that local and state agencies/departments performed during the *(Name of Incident)*. It reflects the various mutual aid systems (fire and rescue, law enforcement, medical), as well as other state response capabilities.

Note: Agencies and organizations not required to provide specific information on personnel and equipment deployment. However, if available, include the information in the matrix. N/A= data not available, not submitted.

Agency/Dept.	Period of Commitment	Personnel	Equipment
<i>Name of State or Local Agency</i>			
<b>Activities:</b>			

Agency/Dept.	Period of Commitment	Personnel	Equipment
<i>Name of State or Local Agency</i>			
<b>Activities:</b>			

Agency/Dept.	Period of Commitment	Personnel	Equipment
<i>Name of State or Local Agency</i>			
<b>Activities:</b>			



**PART VI - RECOVERY SUMMARY**

**State and local  
agencies recovery  
activities chart**

Agency/Dept.	Period of Commitment	Personnel	Equipment
<i>Name of State or Local Agency</i>			
Activities:			

Agency/Dept.	Period of Commitment	Personnel	Equipment
<i>Name of State or Local Agency</i>			
Activities:			

Agency/Dept.	Period of Commitment	Personnel	Equipment
<i>Name of State or Local Agency</i>			
Activities:			

## Standardized Emergency Management System

**AFTER-ACTION REPORT INSTRUCTION SHEET****REASONS FOR COMPLETING THIS FORM:**

*[Note: Pursuant to §2450(a), Chapter 1, Division 2, Title 19 CCR, “any city, city and county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency, shall complete and transmit an after-action report to OES within ninety (90) days of the close of the emergency period as specified in CCR, Title 19, §2900(j).”]*

Beyond the statutory requirement for after-action reports, information collected through this process is important for the California Governor’s Office of Emergency Services in ensuring the effectiveness of the Standardized Emergency Management System. Information can also demonstrate grant performance activity associated with FEMA training and exercise programs; thus providing justification for future grant funded emergency management programs for California.

Affiliated agencies such as contract ambulance companies, volunteer agencies to include the American Red Cross and Salvation Army, and any other agency providing a response service during an actual occurrence or functional or full-scale exercise should complete this form.

**PART I – GENERAL INFORMATION:**

Please fill this information out completely. Check all boxes that apply. The following information provides additional clarification:

- ☐ **TYPE OF AGENCY:** If “other,” indicate volunteer, contract, private business, etc.
- ☐ **DATES OF EVENT:** Beginning date is the date your agency first became involved in the response to the event or exercise. Ending date is the date the response phase or exercise officially ended.
- ☐ **TYPE OF EVENT:** Planned events are parades, demonstrations, or similar occurrences.

**PART II – SEMS FUNCTIONS EVALUATED:**

- ☐ **SEMS FUNCTION:** Descriptors under the principal SEMS functions (Management, Command, Operations, Planning/Intelligence, Logistics, and Finance Administration) are examples only. We recognize that terminology describing the elements of an “Operations Function” may vary according to the type of agency. Provide clarification in Parts III and IV, if necessary.



## College Emergency Response Plan

- ☐ **TOTAL PARTICIPANTS:** All participants in each principal SEMS function. It is not necessary to itemize the number participating in each element under the principle function.

### **PART II – SEMS FUNCTIONS EVALUATED:**

- ☐ **EVALUATION:** If all elements of principal SEMS function were generally satisfactory, circle (S). If you noted deficiencies, circle (NI).
- ☐ **CORRECTIVE ACTION:** If you circled (NI) under EVALUATION, indicate whether the corrective action pertains to “planning, training, personnel...” etc. Further clarification should be provided in Part II, Questions 18-26, and Part III Narrative as desired.
- ☐ **OTHER PARTICIPANTS:** This box generally applies to exercises. Please indicate the total number of exercise staff, i.e.: controllers, simulators etc., and any community volunteers (simulated victims, moulage, etc.), in the parenthesis. Add this number to the Grand Total box.

### **PART III – AFTER ACTION REPORT QUESTIONNAIRE:**

- ☐ **QUESTIONS 1-17:** Answer “YES, NO, or N/A (Not applicable)”.
- ☐ **QUESTIONS 18-26:** Responses to these questions should address areas identified as “N/T” or requiring “Corrective Action,” in Part I; as well as any “NO” answers given to questions 1-19.

### **PART IV – NARRATIVE:**



## College Emergency Response Plan

This is optional space provided for further clarification and information relating to Parts II & III.

- ☐ **FORM COMPLETED BY:** Please print your name legibly in the space provided.
- ☐ **REPORT DUE DATES:** Please indicate the due date (Ninety days from the end of the response phase, or completion of the exercise).
- ☐ **DATE COMPLETED:** The actual date the report is completed and sent to OES.

### **PART V – RESPONSE SUMMARY:**

This is an optional space for field level response activities if the information is available.

### **PART VI – RECOVERY SUMMARY:**

This is an optional space for field level recovery activities if the information is available.

Please forward completed reports to Cal OES at [SharedMail.CalAAR@CalOES.ca.gov](mailto:SharedMail.CalAAR@CalOES.ca.gov). If you have questions or need further assistance, please contact Scott Marotte at call (916) 845-8780. Agencies are encouraged to maintain copies of this report on file for recordkeeping purposes.