

EMERGENCY OPERATIONS PLAN

DRAFT: October 2019

DISCLAIMER

The material presented in this emergency operations plan, including all supplemental materials, has been written in accordance with federal and state guidelines and makes every effort to be in compliance with local, state and federal mandates, guidelines, regulations, laws, and current standards. It is not the intent of this Plan to replace or void other mandated plans or operational directives. For example, this Plan is not a tactical manual for law enforcement or an operations manual for fire fighters or hazardous materials specialists responding to events at any district facility or college campus. This Plan 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 district. It must be reviewed, verified, and corrected where appropriate, by qualified emergency professionals and legal counsel, where relevant. To remain current, this Plan should be reviewed annually and changed or updated as necessary, by qualified emergency management professionals and other employees located at district and college sites. 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 Plan 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 Plan does not replace, nor is intended to replace the training mandated by local, state and federal mandate, including the Incident Command System (ICS), the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

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INTRODUCTION AND PURPOSE

This document, with its associated and included documents, information and contingency plans for different types of emergencies, constitutes the Emergency Operations Plan for the Riverside Community College District (RCCD). This Plan will be used in conjunction with additional site-specific maps and operational information for all covered entities within the district.

This Plan addresses how the district will respond to extraordinary events, major incidents, or disasters, from mitigation and preparation through response and recovery. An emergency is defined as an incident that overwhelms the resources available. It also insures that the district maintains compliance with state and federal guidelines and policies including but not limited to the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

The response to significant incidents or disaster situations shall be conducted within the guidelines provided in this Plan. All employees of the district have access to this Plan and are expected to understand the policies, procedures, and methods contained in this Plan before a significant incident or disaster occurs. Training will be provided to personnel as required, and periodic exercises will be used to test the Plan, procedures, and readiness of district employees.

The Emergency Operations 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, and available personnel and resources during emergency operations.

The Plan's purpose is to do the following:

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

ASSUMPTIONS

The district Emergency Operations 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.
- Since events in an emergency are not predictable, published emergency operations plans will serve only as a guide and checklist, and may require modification in order to meet the requirements of the emergency.

- Disasters may affect widespread areas, therefore city, county and federal emergency services may be delayed or unavailable. The district can expect a delay of 72 hours or considerably longer before off-campus emergency services resources become available.
- All employees are designated as "Disaster Service Workers" and are subject to service assigned to them by their supervisors or by law. Should a disaster strike during work hours, all employees will remain at their assignment unless officially released by the President/CEO or his/her designee, which confirms compliance with California Constitution, Article II, Sec. 3 and California Government Codes Sections 3100-3109. Employees must be ready to comply with this mandate, including participating in necessary training 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.
- A state of emergency may be declared if current conditions or information indicates that such a condition is developing or is probable. Only the authorized official may declare a campus state of emergency when conditions warrant such a declaration. Declaring a state of campus emergency gives the 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.

AUTHORITY

EXTENSION OF STATE EMERGENCY PLAN

The California Emergency Plan, promulgated in accordance with the provisions of the California Emergency Services Act, provides statewide authority and responsibility and describes the functions and operations of government at all levels during extraordinary emergencies. Section 8568 of the Act states, in part, that “the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof.”

The authority of the district to respond to emergencies and disasters is governed by the following:

- The Standardized Emergency Management System (SEMS) as described by California Government Code 8607(a), for managing response to multi-agency and multi-jurisdiction emergencies in California;
- The National Incident Management System (NIMS), as prescribed by Homeland Security Presidential Directive-5 – Management of Domestic Incidents;
- Presidential Policy Directive – 8 (PPD-8): National Preparedness;
- Authority granted from the State Chancellor of the California Community College System;
- Other relevant statutes including those cited in Appendix D “Laws, Codes, and Legal References.”

ORGANIZATION AND ADMINISTRATIVE AUTHORITY

All employees are vital to the success of the Emergency Operations Plan and are designated as “Disaster Service Workers,” subject to such disaster service activities as may be assigned to them by supervisors, incident management or by law (Government Code, Section 3100-3101).

Emergency Organizational Structure

The structure of the emergency organization is based on the following:

- Clear lines of authority and effective channels of communication;
- Simplified functional structure;
- Incorporation of all available personnel and resources into the emergency organization; and
- Continuous effective leadership at the administrative level.

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, District Police, in conjunction with the Director of Risk Management Safety and Police 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.

In most situations, the first qualified person on the scene will assume control as the Incident Commander (IC) until relieved by a designated and trained IC. Responding emergency service personnel, such as fire or law enforcement, will assume the responsibility of containment or control in certain situations. The Incident Command System shall be used for any incident requiring an organized and systematic emergency response. As individuals report to the Incident Command Post (ICP) or the Emergency Operations Center (EOC), the ICS structure will grow to meet the needs of the incident.

Changes in the organizational structure may be required to satisfy specific situations. The Incident Commander will confirm such changes. As qualified employees become available, they will fill necessary vacant positions of authority. Also, as necessary, the Incident Commander may delegate tasks to trained alternates. This delegation will reduce response time during a significant incident or disaster. While smaller incidents may necessitate the establishment of only an Incident Command Post (ICP), the district will designate a location for an Emergency Operations Center (EOC), equip the EOC, and maintain it as part of planning and preparation prior to a major incident or disaster. Each college will designate a location for an Emergency Operations Center (EOC), equip the EOC, and maintain it as part of planning and preparation prior to a major incident or disaster. This designation does not preclude the Incident Commander (IC) from changing the location at the time of the incident due to safety or logistical needs or requirements.

The district's primary responsibility is to aid the colleges in time of a major incident or disaster. Its role is to assist in obtaining, delivering, and coordinating needed resources to the affected College. The district EOC maintains the support role assisting the college on an as-needed basis during and after a major incident or disaster. The college's primary responsibility is to coordinate the mitigation, prevention, response and recovery efforts and work with the district EOC in obtaining and coordinating needed resources.

LEVELS OF EMERGENCY

The following terms define the general scope and status of emergency situations as determined by the Incident Commander (IC). Emergency level designations help provide the Incident Management Team and the college community with a quick, broad definition of the intensity of the current situation. An emergency level designation could, and probably will, change as the situation is clarified and response efforts progress.

Level Zero-Normal: No Action, normal daily operations/business as usual.

Level One - Possible Threat (Standby): Administration monitors a developing situation. The situation does not require immediate Incident Command Post (ICP) or Emergency Operations Center (EOC) activation; however, it could escalate to a higher emergency level, and/or it may require immediate "rumor control" response. The IC contacts Incident Management Team (IMT) members, briefs them on the current situation and provides them with direction, if necessary.

Level Two - Minor: The situation is determined to be a real or perceived threat to the health, safety and welfare of the college community and/or the college buildings and grounds, which requires a coordinated, but limited emergency response beyond the scope of routine operations. IC activates a limited ICP, or EOC, notifies appropriate IMT members, and directs necessary actions based on the

Emergency Operations Plan until the emergency or threat no longer exists. The IC may activate Disaster Service Workers (DSW) and Building and Floor Captains to respond. This level often requires outside emergency service evaluation or action.

Level Three - Moderate: The situation has caused numerous personal injuries or fatality (ies) or significant facility damage to 10% or more of the facilities, including the loss of a critical service and/or the shutdown of a facility for more than one week which require full involvement of the IMT members to successfully manage containment and recovery. IC activates an EOC, notifies all primary IMT members, and directs necessary actions based on the Emergency Operations Plan until the emergency or threat no longer exists. The IC will activate as many Disaster Service Workers (DSW) and Building and Floor captains as needed. This level always requires outside emergency service action and could require mutual aid support.

Level Four - Major: The situation has caused massive casualties or significant damage to 25% or more of the facilities, including the loss of a critical service and/or the shutdown of a facility for at least two weeks, which requires full involvement of the IMT to successfully manage containment and recovery. IC activates a full EOC, notifies all IMT and DSW members, and directs necessary actions based on the Emergency Operations Plan until emergency or threat no longer exists and the "all clear" signal has been given. This level always requires outside emergency service action and mutual aid support.

Level Five - Catastrophic: The situation has caused massive casualties or damage to over 50% of the facilities, including the loss of critical services and/or the shutdown of a facility for thirty days or more, which requires full involvement of the IMT and all available DSW trained members and staff, in addition to student and community volunteers to manage successfully containment and recovery. IC activates a full EOC, notifies all IMT and trained DSW members, and directs necessary actions based on the Emergency Operations Plan until emergency or threat no longer exists and the "all clear" signal has been given. This level always requires outside emergency service action and mutual aid support.

PREPAREDNESS FACTORS

MUTUAL AID AGREEMENTS AND MEMORANDUMS OF UNDERSTANDING

Mutual aid, including personnel, supplies and equipment, will be provided and/or utilized in accordance with the California Master Mutual Aid Agreement and other written agreements.

Designated college Incident Command (IC) Section Chiefs and Emergency Operation Center (EOC) Section Chiefs are responsible for written agreements, protocols or memorandums of understanding, purchase agreements, and other relevant documents with the appropriate public agencies, NGO's, non-profit organizations and commercial establishments (public and private), which may provide support to or recovery from a major incident or disaster. Copies of all such agreements will be filed at the district office of Vice Chancellor of Business & Financial Services.

TRAINING AND AWARENESS

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.

Training and awareness of emergency procedures will be provided by various formats including face-to-face training, on-line training, emails, posters, flip charts, evacuation maps, plans and procedures on the intranet; it is the responsibility of every public employee to review the material on a regular basis and know his or her role in an emergency.

TYPES OF EMERGENCIES

Potentially significant incidents or disaster situations addressed in this Plan, together with supporting information and contingency plans, include:

- Aircraft Crash
- Barricaded Suspects(s), Shooting, Gunman and Sniper
- Bomb Threat or Detonation
- Civil Disturbance or Demonstration
- Earthquake
- Evacuation
- Fire and Explosion
- Flooding
- Hazardous Materials Incident
- Severe Winds or Storms
- Utility Failure

Additional significant incidents or disaster situations will be added to this Emergency Operations Plan as necessary or required.

PRIORITIES

In the event of a major incident or disaster, the district has established the following priorities for response actions. The following are in priority order:

- **Protection of life:** Evacuation or rescue operations from hazardous areas, shelter-in-place, lockdown, and containment of life-threatening hazards.
- **Care and treatment of casualties:** Providing first aid care to the sick and injured. This may include short-distance transport to Triage or Medical Aid Stations.
- **Preservation of property and resources:** Containing and eliminating risks to facilities and systems that could cause serious property loss or environmental damage beyond that already sustained.
- **Providing information:** Dissemination of warnings and emergency information to stakeholders and public.
- **Restoration of essential services:** Restoring essential functions, services, and facilities to allow continuity of basic operations.
- **Assisting community recovery:** Assisting employees, students, and the surrounding community in recovering from the significant incident or disaster.

PROCLAMATION OF STATE OF EMERGENCY

Proclaiming an official state of emergency gives the CEO the right to control access to district or college property or facilities, including removing or authorizing the arrest of persons who trespass or interfere with emergency response or engage in criminal activities such as looting. It does not constitute a local state of emergency as defined by the State of California or the federal government, and as such does not guarantee reimbursement for costs incurred during response and recovery operations.

The authority to proclaim a district or college state of emergency rests with the district or college CEO, but, to avoid any unnecessary delay, in their absence the authority may be designated using the succession plan for each college. The proclaiming official must complete and sign a *Proclamation of a District (or College) State of Emergency*.

In the CEO's (Chancellor or President's) absence, the first administrator, following the line of succession (See Appendix A), who can be reached will be the individual to proclaim an emergency.

During any major campus emergency, district police in collaboration with district employees present shall immediately begin appropriate procedures to meet the emergency and safeguard persons and property. In the event of earthquakes, aftershocks, fires, storms, or major disasters occurring in or about the campus, or which involve district property, safety and police and Facilities (maintenance & operations, grounds) will attempt to determine the extent of any damage to district property. If necessary, DSW can be utilized to safeguard persons and property or assess damage. Safety and police shall also consult with the CEO, designated administrator or Incident Management Team regarding the emergency and the possible need for a declaration of a campus state of emergency.

When this proclamation is made, only registered students, employees and affiliates (e.g., persons required by employment) are authorized to be present on campus. District police will ask those who cannot present proper identification (registration or employee/student identification card, or other identification showing their legitimate business on campus) to leave the campus.

The CEO or his or her designee is authorized to order evacuation of all or part of the district or college and to direct students, employees and affiliates to evacuation zones or to leave campus.

Unauthorized persons remaining at a district or college facility may be subject to arrest in accordance with the California Penal Code. Authorized personnel include (but are not limited to) college and district administrators and employees who have been assigned emergency response duties and mutual aid personnel (e.g., American Red Cross, law enforcement, fire fighters, etc.). All others must be issued an emergency pass by district police before being allowed to enter the immediate disaster site.

**PROCLAMATION
OF A
DISTRICT STATE OF EMERGENCY**

WHEREAS, THE RIVERSIDE COMMUNITY COLLEGE DISTRICT is comprised of various District-designated buildings located throughout the geographical boundaries of the Riverside Community College District, and three Colleges (Moreno Valley College , Norco College and Riverside City College) as well as their associated sites, any one of which may be referred to herein as “District”; and

WHEREAS, THE RIVERSIDE COMMUNITY COLLEGE DISTRICT Emergency Operations Plan empowers the Chancellor, or his or her designee, to proclaim a District State of Emergency, when a District building, a College, or any of its associated sites have been affected by a significant incident, major emergency or disaster; and

WHEREAS, the Chancellor or his or her designee does hereby find:

That conditions of peril to the safety of persons and property have arisen within the (district or college locations) _____ caused by _____, commencing at or about (location) _____, on the date of _____ at approximately (time) _____, warranting the necessity for, and proclamation of, a District State of Emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said District State of Emergency shall be deemed to continue to exist until its termination is proclaimed by the Chancellor of the Riverside Community College District or his or her designee.

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the County of Riverside, City of Riverside, and the office of the District Chancellor and President(s) of affected College(s).

Signature

Date

Name and Title (Chancellor or Designee)

**PROCLAMATION
OF A
COLLEGE STATE OF EMERGENCY**

WHEREAS, _____ COLLEGE is comprised of various college-designated buildings located throughout the geographical boundaries of the district, and as well as their associated sites, any one of which may be referred to herein as “College”; and

WHEREAS, THE RIVERSIDE COMMUNITY COLLEGE DISTRICT Emergency Operations Plan empowers the College President (hereinafter referred to as “President”), or his or her designee, to proclaim a College State of Emergency, when the College, a college building, or any of its associated sites have been affected by a significant incident, major emergency or disaster; and

WHEREAS, the President or his or her designee does hereby find:

That conditions of peril to the safety of persons and property have arisen within the _____ College caused by _____, commencing at or about (location) _____, on the date of _____ at approximately (time) _____, warranting the necessity for, and proclamation of, a College State of Emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that said College State of Emergency shall be deemed to continue to exist until its termination is proclaimed by the President or his or her designee.

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the County of Riverside, City of _____, and the office of the District Chancellor and President(s) of affected College(s).

Signature

Date

Name and Title (President or Designee)

ACTIVATION OF EOP

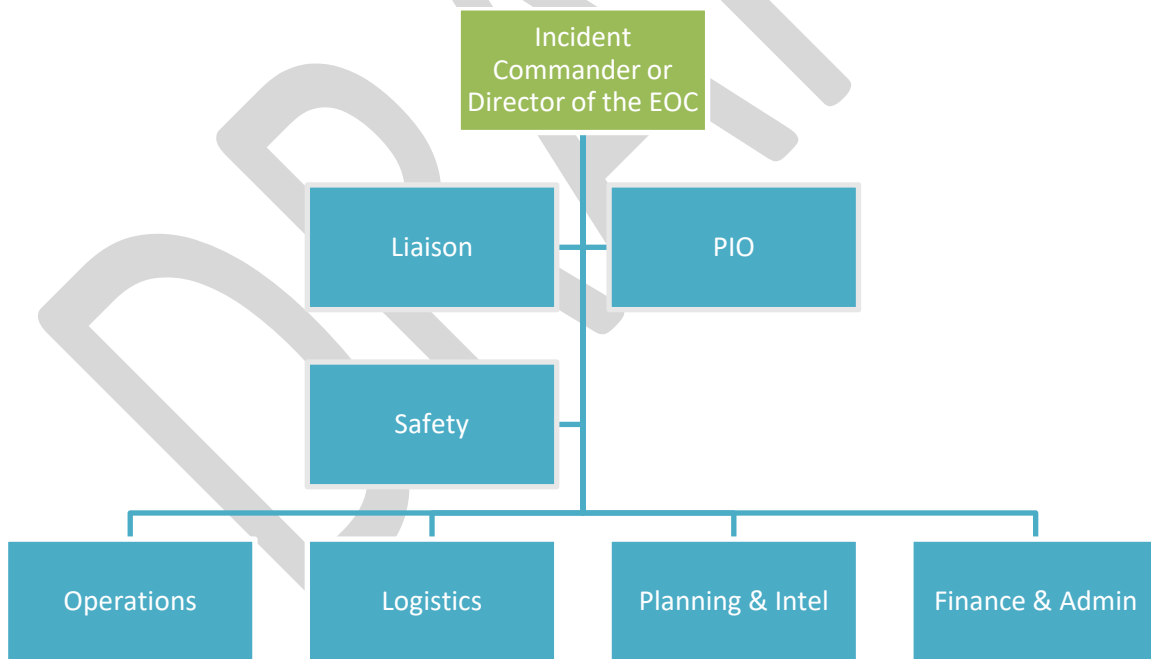
Upon receiving notification that is verifiable and credible that an emergency does or may exist, or in response to a local, regional, state, or federal declaration of emergency that affects or involves the district, the CEO or his or her designee, will quickly assess the magnitude of the emergency. If necessary, this Plan will be activated, and the appropriate Incident Management Team (IMT) members will be ordered to establish an Incident Command Post (ICP) or report to the Emergency Operations Center (EOC). The IC can activate other district-based emergency response personnel.

NOTIFICATION OF EMPLOYEES AND STUDENTS

The IC or Director of the EOC, in consultation with Section Chiefs, will determine the appropriate campus safety response and notify all stakeholders or field contact personnel through the most direct, efficient, and available communications method. This information can include response instructions or situation reports.

INCIDENT COMMAND STRUCTURE

The Incident Command System Organizational Chart is broken into five major sections:



The ICS structure is vertical with all responsibility and duties initially placed with the Incident Commander or Director of the EOC. As the needs of the major incident or disaster are identified, the Director of the EOC will activate any of the four sections. Next, each section chief will activate units within his or her section as needed. If one individual can simultaneously manage all positions within his or her responsibility, no other positions will be activated.

Employees who are assigned roles in the Emergency Operations Center will need to receive advanced training and practice to perform their tasks smoothly in an emergency.

INCIDENT COMMAND POST (ICP)

If the emergency involves only one building or a small part of the campus or is in the initial phase of a major incident or disaster, an alternate to full EOC activation is to stage an ICP. Staging can be achieved by strategically placing a command vehicle (e.g. police patrol car) with communications capability as near to the emergency scene as is safe and appropriate. This ICP will be staffed and have the minimal necessary equipment and supplies to be functional and operational. This equipment can be obtained from the EOC or disaster cache and may include:

- Barricades, barrier tape, and signs for the scene.
- Portable radios.
- Cell phone.
- Portable public address system.
- Small Incident Command kit.
- Campus telephone directory, Emergency Operations Plan.
- Pop-up shade shelters.

EMERGENCY OPERATIONS CENTER (EOC)

The Incident Commander (IC) may request activation of the EOC based on a "standby level" emergency. If the IC declares a Level 1-5 incident, the EOC will be activated. The EOC is a facility for centralized direction and control of the emergency organization and the campus community.

District and College EOC locations:

- District Office 3801 Market St, Riverside, CA 92501 Room 309
- Moreno Valley College 16130 Lasselle St Moreno Valley CA 92551 NOC
- Norco College 2001 Third St Norco CA 92860 NOC
- Riverside City College 4800 Magnolia Ave Riverside CA 92506 Digital Library 409

If the designated location where the emergency has occurred is not available, the Director of the EOC or the Operations Chief will select an alternate location. At least one member of the Emergency Operations Team will staff the EOC at all times until the emergency ends. To the extent possible, the EOC will be equipped with emergency power generators, lighting, mobile radios, satellite, cellular and conventional telephones, Internet, and the Incident Command kit.

Basic EOC Equipment and Materials

Each EOC Section will have a box designated for that function. The box will contain the necessary position vests identifying the function, hard hats and other relevant safety equipment, a copy of the Emergency Operations Plan, a checklist of responsibilities for the position, required clerical and incident documentation materials, and any other necessary supplies and equipment needed or unique to that function.

Equipment and materials available to the ICP or EOC during the time of a major incident or disaster are as follows:

- Any unassigned district or campus radios.
- Equipment and materials stored in the Emergency Supplies at each site.
- Facilities and Maintenance equipment and supplies not already in use for emergency response.
- Equipment and supplies located in the cafeteria, Student Health Center, or in any work area, division office, and storage. All equipment or supplies taken must be documented for later replacement or reimbursement.

MEDICAL AID STATIONS

Triage sites are generally located near the site of a major incident or disaster. After triage and limited treatment, patients are generally transported to medical facilities nearby. In cases of a major incident or disaster where this transport is not possible or will be delayed, patients will be transported to the on-campus medical aid stations.

RECOMMENDED RESPONSIBILITIES AND CHECKLIST

CHANCELLOR & COLLEGE PRESIDENTS

The Chancellor & College Presidents or designees are responsible for the safety of district/college property and their stakeholders. This responsibility includes leadership in the areas of policy direction before, during and after a significant incident or disaster. They are also responsible to ensure the 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 Chancellor or College Presidents 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 Chancellor of Riverside Community College District and College Presidents will consider the following Emergency Operations Plan elements related to emergency planning and management:

Before An Emergency

- Understand and approve the Emergency Operations Plan (EOP), EOP Annexes and similar emergency documents and any necessary revisions.
- Direct implementation of the Emergency Operations Plan as necessary, including:
 - Participate in and encourage all safety training, drills, online safety training 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.
- Model safety and emergency preparedness in day-to-day operations of the District.
- Promote and build coordination and integration/interoperability with other institutions and agencies.
- Integrate emergency management into daily decisions.

During An Emergency

- Coordinate a situational assessment with District and College leadership based on the reported emergency by convening a Crisis or Emergency Group as needed.
(This Group will include the District Chancellor, District Vice Chancellors, College Presidents, College Vice Presidents, General Counsel, and others at the discretion of the Chancellor or President. The Group is activated when an emergency significantly impacts operations and policy guidance is needed to navigate the

situation. **The group may call the Virtual Conference room at 408-638-0968 or 646-876-9923 Meeting#604 178 4674 password-RCCD911.** The 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 generally 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
- Investigate and confirm the extent of the emergency based on the “Levels of Emergency” in the Emergency Operations Plan:
 - Level 0 –Normal Operations
 - Level 1 – Possible threat (Standby)
 - Level 2 - Minor
 - Level 3 – Moderate
 - Level 4- Major
 - Level 5- Catastrophic
 - Communicate authority to Activate plan to colleges and on-scene responders.
 - Determine the base of operations based on the Level of Emergency and decide whether to activate the Emergency Operations Center (EOC) and at which location:
 - District Office (3801 Market St, Riverside, CA 92501).
 - Moreno Valley College (16130 Lasselle St Moreno Valley CA 92551)
 - Norco College (2001 Third St Norco CA 92860)
 - Riverside City College (4800 Magnolia Ave Riverside CA 92506)
 - Direct Director of EOC to coordinate staffing of the Emergency Operations Center immediately.
 - Consult with Chancellor's Cabinet and decide if a “Proclamation of a District State of Emergency” needs to be completed for a college or for the entire district
 - Delegate proclamation responsibility to a Vice Chancellor, Vice President, or other senior advisor.
 - Monitor progress of the emergency through the EOC with regular updates provided to the Chancellor or President by the Incident Commander and policy group.
 - Coordinate emergency communications and media notifications with District and College Public Information Officer (PIO).
 - Manage the day-to-day operations of the institution as Chancellor or President and provide organizational guidance to the Director of the EOC.
 - Direct the Director of the EOC, Risk Management Department, and PIO to notify all constituent groups of the progress using Secure RCCD Mass Notification System.
 - Monitor, direct, and support efforts to restore operations with specific adherence to the Incident Command System (ICS).

After An Emergency

- Provide expectations to staff for demobilization of assets.
- Ensure the After-Action Report (AAR) is completed; 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.

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

ADMINISTRATORS

Every administrator should work with their Safety and Emergency Coordinator or Manager to find out who specifically are 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 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.
- Participate in and encourage employees to participate in all safety training, drills, online safety training and exercises at the District and College level.
- Encourage employees to sign up for mass notification.
- Work with the District Safety & Emergency Planning Manager, College Safety Coordinators or Safety Committee to 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 explanations as required. Plans must include basic procedures for establishing head count, locating emergency supplies, and other procedures specific or appropriate to each building.
- Ensure that all 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.

Emergency Situations

- Inform all employees under your direction of the emergency condition.
- Assess the impact the emergency has on your activity or operation and take appropriate action. This may include ceasing operations and initiating building evacuation, shelter-in-place or lockdown. Evaluation should include but not be limited to:
 - Injuries: first aid needs, employees or students trapped or missing;
 - Facility damage: unsafe conditions, blocked access, gas, water or sewage leaks, electrical problems or hazards; and
 - Hazardous materials spills: what, where, how much, etc.
- Designate a person to maintain emergency communications (telephone, radio, runner, etc.) with the ICP, or EOC, as assigned in the Incident Command System.
- Have all employees under your supervision keep a log (ICS 214 – See Appendix C) 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.

ALL EMPLOYEES -- DISASTER SERVICE WORKERS

California Government Code (Sections 3100 & 3101) declares that public employees are Disaster Service Workers (DSW), subject to such disaster service activities as may be assigned to them by their superiors or the law. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. This law applies to public school employees in the following cases: 1) when a local emergency has been proclaimed, 2) when a State emergency has been proclaimed, or 3) when a federal disaster declaration has been made.

These laws have two ramifications: 1) public school employees may be pressed into service as Disaster Service Workers by their superiors and may be asked to do jobs other than their usual duties for periods of time exceeding their normal working hours; and 2) in those cases, their Worker's Compensation Coverage becomes the responsibility of the state government (CalOES). The district, however, pays their overtime pay. These circumstances apply only when a local or State emergency has been proclaimed.

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.
- Participate in all safety training, drills, online safety training and exercises such as CPR/AED/first aid, CERT, Stop the bleed, Safety online trainings, etc. at the District and College level.
- 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: extra food, water and medications, extra eye glasses, a change of clothes, comfortable walking shoes, etc.
- Become familiar with the building and floor captains in your area.

Emergency Situations

- If the employee is a member of the District or College Building and Floor Captain team, they will 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). They will need to then respond to his or her pre-arranged staging areas as soon as practicable.

- 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 campus and district employees will be required to accomplish these goals.
- Keep a log (ICS 214) of hours worked in disaster 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.
- 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, report to your assigned work location or another RCCD location such as the district offices or a sister campus.
- If local communication networks are down:
 - Report to work, if physically able, ASAP.
 - Make notes of damage observed in route to work location or designated disaster response assignment.
- If unable to reach assigned location, report to the nearest RCCD campus or facility.
- As a last resort, if unable to travel to a RCCD facility, report to the nearest government agency and report in as a “Disaster Service Worker from Riverside Community College District.” Contact your RCCD Supervisor or District Emergency phone line 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. 4) Keep a log of the hours worked 5) Call in to your supervisor every day until you can return to your assigned work location.

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.

DURING A MAJOR INCIDENT OR DISASTER

The Four Phases of Emergency Management	
<p>Mitigation Preventing future emergencies or minimizing their effects</p>	<p>Includes any activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies.</p> <ul style="list-style-type: none"> • Buying flood and fire insurance for your home is a mitigation activity. • Mitigation activities take place before and after emergencies.
<p>Preparedness Preparing to handle an emergency</p>	<p>Includes plans or preparations made to save lives and to help response and rescue operations.</p> <ul style="list-style-type: none"> • Evacuation plans and stocking food and water are both examples of preparedness. • Preparedness activities take place before an emergency occurs
<p>Response Responding safely to an emergency</p>	<p>Includes actions taken to save lives and prevent further property damage in an emergency situation. Response is putting your preparedness plans into action.</p> <ul style="list-style-type: none"> • Seeking shelter from a tornado or turning off gas valves in an earthquake are both response activities. • Response activities take place during an emergency.
<p>Recovery Recovering from an emergency</p>	<p>Includes actions taken to return to a normal or an even safer situation following an emergency.</p> <ul style="list-style-type: none"> • Recovery includes getting financial assistance to help pay for the repairs. • Recovery activities take place after an emergency. • Think of Short-Term and Long-Term Recovery cycles



ADA COMPLIANCE AND POPULATIONS WITH ACCESS AND FUNCTIONAL NEEDS

Populations with disability, access and functional needs, include those members of the community that may have additional needs before, during, and after a major incident or disaster in functional areas, including but not limited to maintaining independence, communication, transportation, supervision, and medical care. In this district, individuals in need of additional response assistance may include but are not limited to individuals who are the following:

- Physically and mentally disabled.
- Elderly.
- Children.
- Culturally diverse.
- Limited in English proficiency or non-English speaking.
- Disadvantaged by access to transportation.

To ensure compliance with the Americans with Disabilities Act (ADA) and to provide the best service to the community, the district adheres to the policy summarized below. A disability will not prevent accessibility to services or facilities provided by the district. Considerations for special needs populations are addressed district-wide in all emergency planning efforts.

- The district will work to accommodate special populations and those with disabilities in the most integrated setting appropriate to their needs.
- The district will not exclude those with disabilities, access or functional needs.
- During emergency situations, the district will make reasonable modifications to policies, practices, and procedures if necessary to avoid discrimination.
- The District will attempt to shelter populations with disabilities, access or functional needs or divert them to shelters with special needs facilities.
- Eligibility for care and sheltering will not be dependent on a personal care attendant.
- Populations with disabilities, access or functional needs will never be forced by the district to occupy a specific shelter or take a particular action designed for their benefit. The district will make an effort to address access and functional needs for people with disabilities and older adults to allow for sheltering in general population shelters.
- The district will provide preparedness instruction to individuals with functional or access needs in order to better prepare them for disasters.
- Emergency notification systems will be accessible to ensure effective communication for people who are deaf, hard of hearing, blind or low vision.
- The district will attempt to make evacuation plans to accommodate individuals with mobility impairment, the elderly and those with transportation disadvantages.

PRESERVATION OF VITAL RECORDS

A major disaster could result in damage to administrative offices and destruction of records fundamental to day-to-day operations. To assist in the recovery and reconstruction following a disaster, proactive measures must be taken to protect essential records.

Vital Records are defined as those records that are essential and include, but are not necessarily limited to the following:

- **Records which support mission-critical operations**
 - **Protect the rights and interests of individuals.** (Examples) transcripts, business and personnel records, student patient records etc.
 - **Reestablish normal administrative functions.** Included in this group are financial records, payroll records, and purchase orders. Records which support mission-critical operations
 - **Educational.** Faculty and staff materials, grant materials, exams, and grades. Each key department is responsible for designating a custodian of vital records and ensuring that vital record storage and preservation is accomplished.

- **Conduct emergency response and recovery operations**
 - **Response.** Personnel rosters, Emergency Operations Plan, utility system maps, and locations of emergency supplies and equipment.
 - **Recovery.** Records necessary to protect legal and financial status, costs associated with the event both material and staffing for possible emergency support and reimbursement

Please refer to Vital Records, Business Continuity, and Recovery Plans for additional support needs

RIVERSIDE COMMUNITY COLLEGE DISTRICT EMERGENCY OPERATIONS PLAN

APPROVAL

This Emergency Operations Plan will constitute an integral part of the Riverside Community College District's response to significant incidents or disasters as required by law and policy.

This Emergency Operations Plan as written and amended is hereby approved as the official and approved plan for Riverside Community College District. It shall be used when a major incident or disaster occurs, as described in this document. All CEO's, vice presidents, deans, directors, managers, and division and department heads shall ensure that it is implemented.

As promulgated and dated below:

Wolde-Ab Isaac, Ph.D.
Chancellor, Riverside Community College District

Date

APPROVAL
RIVERSIDE COMMUNITY COLLEGE DISTRICT
Emergency Operations Plan

The Riverside Community College District Emergency Operations Plan has been reviewed and found to comply with the State of California Standardized Emergency Management System (SEMS) and the federal National Incident Management System (NIMS) minimum and recommended requirements.

PREPARED BY: Risk Management, Safety and Police Department **Date**
Confirmed by Michael Simmons, Director of Risk Management

APPROVED BY:

Wolde-Ab Isaac, Chancellor **Date**

CONCURRED BY:

Robin Steinback, President, Moreno Valley College **Date**

Monica Green, Interim President, Norco College **Date**

Gregory Anderson, President, Riverside City College **Date**

Patrick Pyle, General Counsel **Date**

Aaron Brown, Vice Chancellor, Business & Financial Services **Date**

Susan Mills, Vice Chancellor, Educational Services **Date**

Terri Hampton, Vice Chancellor, Human Resources & Employee Relations **Date**

Chris Blackmore, Associate Vice Chancellor, Informational Services **Date**

Rebecca Goldware, Vice Chancellor, Institutional Advancement & Economic Development **Date**