

BP 3505 DISASTER PREPAREDNESS/EMERGENCY OPERATIONS PLAN

References:

Disaster Relief Act
California Emergency Services Act, Government Code Sections 8550-8668
Penal Code Sections, 148(a) and 529.5
34 Code of Federal Regulations Part 668.46(b)(13) and (g)
Homeland Security Act of 2002
National Fire Protection Association 1600
Homeland Security Presidential Directive-g
Executive Order S-2-05
Education Code Sections 32280 et seq. and 71095

The District has established this Policy with the objective of ensuring the well being, safety and security of all personnel, students, visitors and children in child care 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 the 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.

DEFINITIONS

As used in this Policy, 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 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.

State of Emergency – the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the 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.

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. 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 .

EMERGENCY OPERATIONS PLAN (EOP)

The disaster corps shall be composed of such elements as are provided for in the 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 EOP of the District and to conduct the activities thereof.

A copy of the EOP is available on the District's website at [http://www.rcc.edu/Emergency Plan](http://www.rcc.edu/EmergencyPlan) or in the offices of the Chancellor, Vice Chancellors, Presidents, the Emergency Operations Center and each College Operations Center.

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, Workforce Development and Planning
Vice Chancellor, Business and Financial Services
Vice Chancellor, Diversity and Human Resources

COLLEGE EMERGENCY SERVICES DIRECTOR

Per each college's internal list of succession, which is provided to the Chancellor, and the District Emergency Planning and Preparedness Coordinator, on an annual basis, or more often if the list changes.

EMERGENCY SERVICES DIRECTOR – POWERS AND DUTIES

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 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.

EMERGENCY SERVICES COORDINATOR – POWERS AND DUTIES

The ESC shall, prior to the existence of a “state of war emergency”, a “state of emergency”, or a “local emergency”:

- 1) Develop and coordinate basic disaster planning for the District to provide for the use of all governmental entities; resources and equipment; all commercial and industrial resources; and all such special groups, bodies and organizations as may be needed to support disaster operations;
- 2) Develop and coordinate such disaster training programs and exercises as may be needed;
- 3) Develop and coordinate a public information program designed for basic self-protection;

- 4) Coordinate planning and training with the Riverside County Office of Emergency Services and with other federal, state, county and city disaster or emergency agencies, and with appropriate elements of the Armed Forces;
- 5) Recommend to the ESD matters of policy for consideration by the Board insofar as they relate to disaster; and,
- 6) During a “state of war emergency”, a “state of emergency”, or a “local emergency” affecting the District, the ESC shall:
 - A) Serve as staff advisor to the ESD; and,
 - B) Perform such duties as may be assigned by the ESD.

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.

CONTINUITY OF GOVERNMENT

For the purposes of this Policy, the line of succession for key personnel of the government and operation of the District shall be as follows:

- 1) For the Chancellor: Any one of the following positions, based on ability to serve –Vice Chancellor Educational Services, Workforce Development and Planning, Vice Chancellor Business and Financial Services, Vice Chancellor Diversity and Human Resources.

POWERS OF SUCCESSION – DISTRICT DEPARTMENTS

Each person who succeeds to each position of office within a District Department, as provided herein, and as provided in the EOP of the District, shall succeed to all the powers and duties of the office succeeded to immediately upon such succession.

VIOLATIONS

It is a misdemeanor for any person during a disaster to:

- 1) Willfully obstruct, hinder or delay any member of the District disaster corps in the enforcement of any lawful rule, regulation or order issued pursuant to this Policy, or in the performance of any duty imposed upon them by virtue of this Policy;

- 2) Do any act forbidden by any lawful rule, regulation or order issued pursuant to this Policy if such is of such a nature as to give, or be likely to give, assistance to the enemy, or to imperil life or property, or to prevent, hinder or delay the defense or protection of persons or property;
- 3) Wear, carry or display, without authority, any means of identification specified by the civil defense and/or disaster agencies of the federal or state governments.

PENALTIES

For the violations listed above, the penalty is a misdemeanor, punishable by a fine not exceeding one thousand dollars (\$1,000), or by imprisonment in a county jail not to exceed one year, or by both the fine and imprisonment.

Date Adopted: December 9, 2008
Revised: December 13, 2011
Revised: April, 2014 (job titles only)

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In order to ensure the well being, safety and security of all personnel, students, visitors and children in child care programs before, during and after an emergency and to protect District property and data, the District has developed an Emergency Operations Plan (EOP).

The EOP is available on the District's website at www.rcc.edu/emergencyplan, or in the office of the Chancellor, Vice Chancellors, Presidents, the Emergency Operations Center and each College Operations Center. This Plan shall be followed in times of declared emergencies.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

General information about the emergency response and evacuation procedures for the District are publicized each year as part of the District's Clery Act compliance efforts and that information is available on the District web site or in printed form at the College Safety and Police Department, Admissions and Records, Libraries, Bookstores and Health Services Offices at each College.

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

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

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

In the event of a serious incident that poses an immediate threat to members of the campus community, the District has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include network emails, emergency text messages that can be sent to a phone (individuals can register to receive text messages via personal cell phone by registering for the rapid alert system on the district web site), public address system, phone calling trees, District website and emergency messages that scroll across computer screens when logged into the District's computer system. The District will post updates during a critical incident on the District/College web sites at www.rccd.edu, www.rcc.edu, www.mvc.edu and/or www.rcc.edu/norco. Individuals can call the District's recorded information telephone line at 951-222-8000 or check their email for updates.

The District's Chief of Police and/or Strategic Communications & Relations office will be responsible for the dissemination of emergency information to the larger community through postings on the District's web sites, radio, local TV stations or other media alerts.

TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

An evacuation drill is coordinated by the College Safety and Police Department once per year for all facilities on campus. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The College Safety and Police Department does not establish locations for evacuation in advance because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, the College Safety and Police Department and District staff, including, but not limited to building captains, on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

Evacuation drills are monitored by the District/College administration and the College Safety and Police Department to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs

can be made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration.

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

Office of Primary Responsibility: Vice Chancellor, Educational Services, Workforce Development and Planning

Administrative Approval: April 13, 2009

Revised: January 23, 2012

Revised: April 2014 (job titles only)