

**AP 3506 ACADEMIC EMERGENCY PROCEDURES FOR  
SIGNIFICANT EVENTS**

**References:**

No references

Preface: Please note that nothing in this procedure is intended to conflict in any way with the District's Emergency Operations Plan. That plan provides the overarching framework for Emergency procedures in the District and in all matters takes precedence over this document. This document seeks to expand upon the Emergency Operations Plan and provide guidelines for addressing Academic Emergencies.

In the course of each academic session classes may be cancelled for a variety of reasons including instructor illness, electrical failures and minor earthquakes. These situations may necessitate cancellation of a single class session or multiple classes on the same day. It is anticipated that typical situations will be dealt with on a case by case basis under the direction of the Vice President, Academic Affairs on each campus. The procedures described in this document address more severe situations in which numerous classes or all classes on a campus are cancelled for more than one day.

Definition: An academic emergency exists when, due to natural or other conditions classroom safety or other significant environmental factors impair learning and a class session must be curtailed or cancelled. An academic emergency becomes a significant event when the class is cancelled for more than one day and may significantly impact the instructor's ability to cover the learning outcomes for a course during the time that remains in the term.

Types (Severity) of Academic Emergency:

Type A (typically less than Level One or a Level One Emergency)<sup>1</sup>: Occurs when one class period is or needs to be cancelled. A Type A emergency can be declared by any of the following individuals:

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<sup>1</sup> *Level One* – Decentralized Coordination and Direction - A minor to moderate incident wherein local resources are adequate and available. A Local Emergency may or may not be reclaimed. The District EOC/College DOC may or may not be activated. Off-duty personnel may be recalled.

*Level Two* – Centralized Coordination and Decentralized Direction - A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. Key management level personnel from the principal involved agencies will co-locate in a central location to provide jurisdictional or multi-jurisdictional coordination. The EOC should be activated. Off-duty personnel may be recalled. A Local Emergency will be proclaimed and a State of Emergency may be proclaimed.

*Level Three* – Centralized Coordination and Direction - Major local or regional disasters wherein resource in our near the impacted area are overwhelmed and extensive state and/or federal resources are required. A Local Emergency and a State of Emergency will be proclaimed and a Presidential Declaration of an Emergency or Major Disaster will be requested. All

- Instructors
- Public Safety Officers<sup>2</sup>
- Deans or Academic Vice Presidents
- College Presidents or representatives
- Chancellor or representatives

Type B (typically a Level Two or Three Emergency): Occurs when multiple class session must be cancelled and may impact the ability to accomplish learning outcomes. Type B emergencies can be declared by any of the following individuals:

- Public Safety Officers
- College Presidents or representatives
- Chancellor or representatives

If more than one class session is cancelled, the faculty member, department chair and the Vice President of Academic Affairs of the campus will work together to ensure that student learning outcomes can be accomplished.

Guidelines for addressing how best to deal with Type B emergencies (these are part of recovery efforts):

1. The college President, or designees, will determine if an alternate site exists and if so the Vice President of Academic Affairs will work with the affected departments to move classes. (Note: The federal government may reimburse some related expenses in a declared emergency.)
2. If courses cannot be moved to a new location, the Vice President Academic Affairs in consultation with the affected department chairs and faculty, will determine the feasibility of continuing the course, the degree of impact on the course material, and the possibility for alternative assignments. If alternatives are not feasible the following guidelines should be considered:

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response and early recovery activities will be directed from the EOC. All off-duty personnel will be recalled. Page BP-6 Emergency Operations Plan. Please see also page BP-42 for Threat Assessment analysis.

<sup>2</sup> Public Safety Officers include but are not limited to police, fire, city, county, state and federal emergency management officials and the Governor. These officials may deem a location unsafe requiring the cancellation of classes at that location for one or more days. They play no role in determining how we address post-emergency scheduling plans.

Percentage of Class Sessions Cancelled	Who can cancel classes	Options to address the consequences include <u>but are not limited</u> to:
0 – 20%	<ul style="list-style-type: none"> <li>• Instructors</li> <li>• Public Safety Officers</li> <li>• Deans or Academic Vice Presidents</li> <li>• College Presidents or representatives</li> <li>• Chancellor or representatives</li> </ul>	<p>Plans for achieving course objectives to be developed and overseen by individual faculty in consultation with their chair including, but not limited to:</p> <ul style="list-style-type: none"> <li>• additional readings,</li> <li>• assignments,</li> <li>• online coursework, when applicable</li> </ul> <p>The chair will inform appropriate administrators of the plans.</p>
20 – 50%	<ul style="list-style-type: none"> <li>• Public Safety Officers</li> <li>• College Presidents or representatives</li> <li>• Chancellor or representatives</li> </ul>	<p>The Vice President Academic Affairs, Deans, Department Chairs and faculty work in collaboration to develop mechanisms to make up the classes by options that may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• adding time to each session,</li> <li>• offering weekend meetings,</li> <li>• online instruction, out of class assignments, etc.</li> <li>• cancellation of low enrollment courses to make classroom space available for adding time during the session for core courses, extending the session into the break between sessions.</li> </ul>
50% or more missed	<ul style="list-style-type: none"> <li>• Public Safety Officers</li> <li>• College Presidents or representatives</li> <li>• Chancellor or representatives</li> </ul>	<p>The class may be cancelled. Students will be offered options that may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• cancelling the intersession and continuing the course into that timeframe,</li> <li>• refund for class fees (we have no control over the book refunds)</li> <li>• guaranteed next session enrollment as permitted by regulations.</li> </ul>
Final Exam Cancelled due to emergency	<ul style="list-style-type: none"> <li>• Instructors</li> <li>• Public Safety Officers</li> <li>• Deans or Academic Vice Presidents</li> <li>• College Presidents or representatives</li> <li>• Chancellor or representatives</li> </ul>	<p>If the cancellation of the class session impacts a final exam the faculty member in consultation with his/her chair shall determine how to best assess students with options including:</p> <ul style="list-style-type: none"> <li>• rescheduling the final,</li> <li>• offering other assignments,</li> <li>• assigning a grade based on work already completed.</li> </ul> <p>The Chair shall notify Academic Affairs of the plans in their department.</p>

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

Administrative Approval: December 14, 2009  
Revised: April 2014 (job titles only)

