# SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

# DISTRICT EMERGENCY OPERATIONS PLAN

## May 12, 2017

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# SECTION ONE
## Introduction

### Promulgation
The District Emergency Operations Plan addresses the responsibilities of Southwestern Community College District in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all locations during a period of emergency by assigning responsibilities to specific personnel or positions.
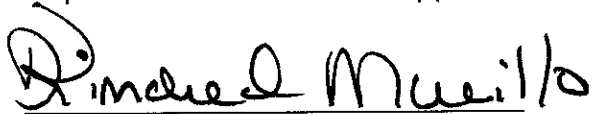
The District Emergency Operations Plan:
- Conforms to the State-mandated Standardized Emergency Management System (SEMS) and Federal-mandated National Incident Management System (NIMS) and effectively coordinates emergency response at all levels in compliance with the Incident Command System (ICS) and Comprehensive Preparedness Guide (CPG) 101.
- Establishes response policies and procedures, providing Southwestern Community College District with clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for ongoing unified training and response exercises to ensure compliance.

### Approval
The Southwestern Community College District Emergency Operations Plan was approved by Governing Board resolution on June 13, 2017.

Superintendent/President Approval:

_Kindred Murillo_      _6-15-17_
Dr. Kindred Murillo              Date

### Requirements
The Plan meets the requirements of the City of Chula Vista, City of San Diego, City of National City, and City of Coronado policies on emergency response and planning, the Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS). **Appendices** to the Plan identify primary and support roles of the District and campuses in incident response and after-incident damage assessment and reporting requirements.

## SECTION TWO
## Purpose & Scope

### Purpose

The purpose of the District Emergency Operations Plan is to protect the safety and welfare of the staff, students, and visitors in the District's campuses and to ensure the preservation of public property under the jurisdiction of Southwestern Community College District.

### Scope

The Scope encompasses all District campuses as well as coordination with leased satellite locations. It addresses a broad range of major emergencies that may significantly impact one or more District locations. Such events include earthquake, tsunami, hazardous materials emergencies, floods, terrorism, landslides, wildfires, acts of violence, communicable diseases, bomb threats, and pests.

Campus administrators have the responsibility to make every effort to ensure the safety of their students and staff in an emergency, whether it is an earthquake, a flood, or an act of terrorism. State and federal laws require the development of emergency plans and training staff in emergency response procedures.

The principles of California's SEMS are incorporated in this plan and District personnel must be trained in how the system works. The District Emergency Operations Center (EOC) and campuses must also conduct SEMS mandated trainings and exercises. Periodic training will also be available to help orient new employees and provide refresher training to current employees.

The American Red Cross (ARC) may request access to District locations for use as shelters following a disaster. ARC prefers to use locations in damaged areas to set up their sheltering facilities, and local governments may request the use of District campuses for the same purposes. This requires close cooperation between District and campus officials and the ARC or local government representatives, and should be planned and arranged for in advance within the Logistics Section of the Campus Command Team and District emergency response organization.

# SECTION THREE
## Objectives

### The objectives of the plan are to:

- Protect the safety and welfare of students, staff, visitors, and buildings.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between campuses and the District EOC.
- Provide for interface and coordination between District locations and the City or Operational Area EOC.
- Provide for the orderly conversion of District locations for use as American Red Cross shelters, when necessary.
- Provide for updating the Plan and fulfilling training and exercise mandates.

# SECTION FOUR
## Definitions

### Incident

An *incident* is an occurrence or event, either human-caused or caused by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources. Incidents may result in extreme peril to the safety of persons and property and may lead to, or create conditions of disaster. Incidents may also be rapidly mitigated without loss or damage. Although they may not meet disaster level definition, larger incidents may call for managers to proclaim a "Local Emergency".

Incidents are usually a single event that may be small or large. They occur in a defined geographical area and require local resources or, sometimes, mutual aid. There is usually one to a few agencies involved in dealing with an ordinary threat to life and property and to a limited population. Usually a local emergency is not declared and the jurisdictional EOC is not activated. Incidents are usually of short duration, measured in hours or, at most, a few days. Primary command decisions are made at the scene along with strategy, tactics, and resource management decisions.

### Disaster

A *disaster* is defined as a sudden calamitous event bringing great damage, loss, or destruction. Disasters may occur with little or no advance warning. An example would be an earthquake or a flash flood. A disaster may develop from one or more incidents, such as a small brush fire into a major wildfire or a hazardous materials release growing into a large scale response.

Disasters are either single or multiple events that have many separate incidents associated with them. The resource demand goes beyond local capabilities and extensive mutual aid and support are needed. There are many agencies and jurisdictions involved including multiple layers of government. There is usually an extraordinary threat to life and property affecting a generally widespread population and geographical area. A disaster's effects last over a substantial period of time (days to weeks) and local government will proclaim a Local Emergency. Emergency operations centers are activated to provide centralized overall coordination of jurisdictional assets, departments and incident support functions. Initial recovery coordination is also a responsibility of the EOC.

# SECTION FIVE
## Regulations

### National Incident Management System (NIMS)

A comprehensive incident response system developed by Homeland Security at the request of the President of the United States, March 1, 2004. NIMS requires that all local governments (including special districts) conform with standardized organizational systems, and maintain identified training competencies.

### Standardized Emergency Management System (SEMS)

The Standardized Emergency Management System (SEMS) is the group of principles developed for coordinating State and local emergency response in California. SEMS provides for a multiple level emergency organization and is intended to structure and facilitate the flow of emergency information and resources within and between the organizational levels; the field response, local government, operational areas, regions and the State management level. The organizational responses of these various agencies adhere to the same set of standards – those of the Incident Command System.

### Comprehensive Preparedness Guide 101 (CPG 101)

CPG 101 provides guidance for developing emergency operations plans. It promotes a common understanding of the fundamental of risk-informed planning and decision making to help planners examine a hazard or threat and produce integrated, coordinated, and synchronized response plans. The goal of CPG 101 is to assist in making the planning process routine across all phases of emergency management and for all homeland security mission areas. The recent update to CPG 101 places a greater emphasis on engaging the "whole community" – to include those with access and functional needs, children, and those with pets and service animals.

### Incident Command System (ICS)

The Incident Command System (ICS) was developed by the fire services to provide a common language when requesting personnel and equipment from others, and utilizes common tactics when responding to emergencies in the field or an EOC. The system is designed to minimize the problems common to many emergency response efforts -- duplication of efforts -- by giving each person a structured role in the organization, and each organization it's piece of the larger response. For a District, ICS begins at the field level with the field responders (College Police, Facilities, Nursing) and campuses using the system to organize a staff response to the event in the field. College Police will act as the lead for the District in coordinating with external emergency response units to form an Incident Command or Unified Command, depending on the nature of the emergency. Since College Police will operate out of the established Incident or Unified Command Post, their role in the EOC or on Campus Command Teams will be limited.

ICS is a standard, on-scene, all-hazard incident management concept. ICS is a proven system that is in use throughout the country for incident management by firefighters, rescuers, emergency medical teams, and hazardous materials teams. ICS represents organizational "best practices" and has become the standard for incident response.

Another critical benefit to ICS is its flexibility. The modular organization of the ICS allows responders to scale their efforts and apply the parts of the ICS structure that best meet the demands of the incident. In other words, there are no hard and fast rules for when or how to expand the ICS organization. Many incidents will never require the activation of Planning and Intelligence, Logistics, or Finance and Administration Sections, while others will require some or all of them to be established. A major advantage of the ICS organization is the ability to fill only those parts of the organization that need full-time attention. For some incidents, and in some applications, only a few of the organization's functional elements may be required. However, if there is a need to expand the organization, additional positions exist within the ICS framework to meet virtually any need.

ICS is organized around five components that are described below:

**Management Section**
The Management Section is responsible for overall policy, direction, and coordination of the emergency response effort in the EOC. The Management Section is also responsible for interacting with each other and others within the EOC to ensure the effective function of the EOC organization.

**Operations Section**
The Operations Section is responsible for coordinating all operations in support of the emergency response and for implementing action plans. This section includes response teams that work toward reduction of the immediate hazard, mitigating damage, and establishing control and restoration of normal operations.

**Planning & Intelligence Section**
The Planning and Intelligence Section is responsible for collecting, evaluating, and disseminating information; maintaining documentation; and evaluating incoming information to determine the potential situation in the not-too-distant future. This section also coordinates the development of Action Plans for implementation by the Operations Section.
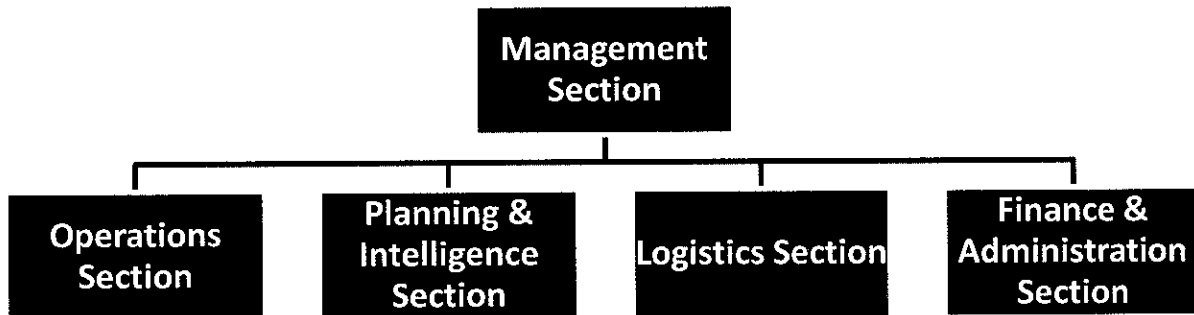
**Logistics Section**
The Logistics Section is responsible for providing all types of support for the emergency response operation. This section orders all resources from off-site locations and provides facilities, services, personnel, equipment, and materials.

**Finance & Administration Section**
The Finance and Administration Section is responsible for accounting and financial activities such as establishing contracts with vendors, keeping pay records, and accounting for expenditures. This section is also responsible for all other administrative requirements and acts as the clearinghouse for documentation during the recovery phase.

## SEMS/ICS EOC Organization Chart

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                    ┌─────────────────┐
                    │   Management    │
                    │    Section      │
                    └────────┬────────┘
       ┌─────────────┬───────┴───────┬──────────────────┐
┌──────┴──────┐ ┌────┴─────────┐ ┌───┴──────────┐ ┌─────┴─────────┐
│ Operations  │ │ Planning &   │ │  Logistics   │ │  Finance &    │
│  Section    │ │ Intelligence │ │  Section     │ │Administration │
│             │ │  Section     │ │              │ │   Section     │
└─────────────┘ └──────────────┘ └──────────────┘ └───────────────┘
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## Emergency Operations Documents

### District Emergency Operations Plan
Update and maintenance of the District Emergency Operations Plan is the responsibility of College Police and should consist of the following:
- A thorough review of the plan should be conducted annually.
- Updates shall be distributed every year as needed or when there are significant changes.
- This Plan is a management tool. It supports, and is integrated with, Campus Emergency Plans, and the EOC Manual.

### District Emergency Operations Center Manual
Update and maintenance of the EOC Manual is the responsibility of the College Police Department and should consist of the following:
- A thorough review of the Manual should be conducted annually.
- After-Action Reports should be prepared following every training, exercise, or real event involving the EOC.
- There should be a dedication to continuous improvement.

### Campus Emergency Plans
Each District-owned location is required to comply with SEMS regulations. To reduce the burden of developing and updating individual disaster plans, and to provide standardization, the District provided Campus Incident Commanders with a Campus Emergency Plan template. This, in no way, is meant to limit what is contained in individual Campus Emergency Plans, but serves as a guide outlining minimum requirements for compliance and compatibility with other emergency documents impacting District locations.

## Training & Exercises

### Training

This Plan is consistent with the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) guidelines. The guidelines provide standardized training modules with competency requirements for each level of activation and responsibility. Training is a key component to ensure successful emergency operations. The Human Resources Department is responsible for maintaining SEMS/NIMS Training Compliance Records.

The Campus Incident Commander will coordinate annual training for all staff with assignments identified in the site's Campus Emergency Plan. Within 30 days of assignment, all new staff members will receive a basic orientation. The orientation can simply involve major concepts of SEMS and ICS, key evacuation locations, review of position checklists, and the location of important resources.

**All staff that may be assigned to participate in emergencies in the District's EOC, Campus Command Team, or Field Response Department must maintain minimum training competencies pursuant to SEMS/NIMS regulations. In addition, SEMS identifies the need for an Executive Course for those individuals working in executive management or elected positions but does not regularly fill command or management roles at incidents or in the District's EOC.**

The following table identifies which courses are required for EOC staff, Campus Command Team members, and Field Response Department personnel (College Police, Facilities, Nursing). Course descriptions are located below the table.

| Training Requirements | | | | |
|---|---|---|---|---|
| | District Executives | EOC | Campus Command Team | Field Response Department Personnel |
| SEMS Executive Course | X | | | |
| SEMS Introduction | | X | X | X |
| SEMS EOC Course | | X | | |
| NIMS 700 | | X | X | X |
| ICS 100 | | X | X | X |
| ICS 200 | | X* | X* | X* |
| ICS 300 | | | | X* |
| ICS 400 | | | | X* |
| Specialized Training | | | X* | X* |

**SEMS Executive Course**
The course focuses on the role of executive leadership (Governing Board and Cabinet) during a major emergency. The training will be offered as a facilitated 2-hour course.

**SEMS Introductory Course (self-study or facilitated course):**
This course is required for staff with EOC or field response assignments. In other words, if you are assigned a role in the facility's Campus Emergency Plan or if it's likely you may participate in any field (outside the EOC) response activities, you should attend. The course provides a basic understanding of the Standardized Emergency Management System (SEMS) and consists of three self-study modules with an optional test and should take 1-2 hours to complete.

**SEMS Emergency Operations Center (EOC) Orientation Course:**
This course is required for staff with a response assignment in the EOC. The course provides an overview of the District Emergency Operations Plan and an introduction to the various roles in the EOC. The training will be offered as a facilitated 8-hour course.

**NIMS 700 National Incident Management System – An Introduction (self-study or facilitated course):**
On February 28, 2003, President Bush issued Homeland Security Presidential Directive-5. HSPD-5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents. *(Note: As NIMS training requirements change, the Plan should be updated.)*

**ICS 100 Incident Command System Introduction (self-study or facilitated course):**
This course is required for staff with an identified role in a major emergency. The course introduces the concepts of an ICS organization, basic terminology, and roles and responsibilities related to managing an incident in the field. EOC staff, Campus Command Team members, and Field Response Department personnel (e.g. College Police and Facilities) are required to take this course. This course consists of one self-study module with an optional test.

**ICS 200 Incident Command System Basic (self-study or facilitated course):**
This course is required for staff with **supervisory responsibilities** (Section Coordinators) within the EOC, Campus Command Team, or Field Response Department. ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System.

## ICS 300 Incident Command System Intermediate and ICS 400 Incident Command System Advanced:

These courses are for high-level members of emergency response organizations. The only staff likely to require these courses are the highest members of the College Police Department (e.g. Chief, Lieutenants) who could be expected someday to serve as the Incident Command of a public safety Incident Command Post.

## Specialized Training:

In addition to the SEMS/NIMS requirements identified above, the District mandates that Search & Rescue training be provided to Command Team Search & Rescue Buddy Teams and Field Response Department personnel. Also, that First Aid & Medical training is provided to Command Team First Aid & Medical Buddy Teams. One example of this type of training would be CERT (Community Emergency Response Team) Training. The specialized training will ensure that the personnel will be familiar with the equipment and protocols associated with their positions.

## Additional Field Response Training Standards

At the field response level, the use of SEMS/NIMS is intended to standardize the response to emergencies involving multiple jurisdictions or multiple agencies. SEMS/NIMS require emergency response agencies to use the Incident Command System as the basic emergency management system. In California, this requirement specifies that when more than two response agencies are involved, the Incident Command System will be used (e.g. College Police, Facilities, City Fire Departments). Compliance with this requirement can be accomplished by incorporating ICS into the daily functions of the emergency response departments, or to maintain expertise in the system through training.

## Exercises

## Drills

Campuses are required to complete certain drills related to safety compliance. *Note: It is the responsibility of the District Risk Manager and campus administrators to comply with California Education Code, OSHA, local fire code, and any other regulations pertaining to the conduct of routine safety drills (i.e. fire drills, evacuation drills). It's important to note that campuses occupied by K-12 students are required to conduct monthly fire drills with the goal of evacuating all K-12 buildings and areas quickly and in an orderly fashion, as well as accounting for all people in the facility. Campuses occupied by K-12 students are also required to conduct annual earthquake "duck/cover/hold drills.*

## Tabletop Exercises

District EOC

The primary and alternate staff with assigned positions in the EOC should participate in annual Tabletop Exercises in order to become familiar with the applied theory of the Incident Command System, practice roles and responsibilities, and practice

coordinating with outside entities. The Exercises should include tests of all functions and sections within the EOC and be based on credible hazard scenarios.

<u>Campuses</u>
All District employees with emergency management response assignments should participate in one facilitated Tabletop Exercise annually. This is a discussion-based, guided review of policies and procedures. Scenario topics should vary to address a variety of incidents and conditions.

## Functional Exercise
The District EOC and campuses should conduct at least one functional exercise annually, simulating an actual incident or disaster. This serves to practice policies, procedures and decision-making skills. The exercise can involve one location, or coordinated with additional locations or outside agencies. At the conclusion of the functional exercise, an after-action report should be prepared and distributed during a lessons-learned workshop involving all that participated in the exercise.

## Full-Scale Exercise
A Full-Scale Exercise is a field based multi-agency, multi-jurisdictional, multi-organizational activity that tests many facets of preparedness. They focus on implementing and analyzing the plans, policies, procedures, and cooperative agreements developed in discussion-based exercises and honed in previous, smaller, operations-based exercises. In Full-Scale Exercises the reality of operations in multiple functional areas presents complex and realistic problems that require critical thinking, rapid problem solving, and effective responses by trained personnel. During Full-Scale Exercises, events are projected through a scripted exercise scenario with built-in flexibility to allow updates to drive activity. These exercises are conducted in a real-time, stressful environment that closely mirrors real events.

| District-Wide Four Year Exercise Cycle | | | | | |
|---|---|---|---|---|---|
| Task # | | Year 1 | Year 2 | Year 3 | Year 4 |
| **1.0** | **District EOC Exercises** | | | | |
| 1.1 | District EOC Tabletop Exercise | X | X | X | X |
| 1.2 | District EOC Functional Exercise | X | X | X | X |
| 1.3 | District EOC Full-Scale Exercise with the Field Response Departments and/or Campus | | | | X |
| **2.0** | **Campus Command Team Exercises** | | | | |
| 2.1 | Command Team Tabletop Exercise | X | X | X | X |
| 2.2 | Command Team Functional Exercise | X | X | X | X |
| 2.3 | Command Team Full-Scale Exercise | | | | X |
| **3.0** | **Field Response Department Exercises (College Police, Facilities Maintenance, Nursing)** | | | | |
| 3.1 | Field Response Department Discussion/Tabletop Exercise | X | X | X | X |
| 3.2 | Field Response Department Full-Scale Exercise | | | | X (included in Task 1.3 above) |

## Communication Tests

Southwestern Community College District should test all communication systems and protocols at least once a year, and after significant changes in the system. Directories and procedures in the Checklists should be updated after each test.

# SECTION SIX
## Response Levels

## Response Levels
Response Levels are used to describe the type of event in terms of the area affected, the extent of coordination or assistance needed, and the degree of participation expected from the District. Response Levels are closely tied to Emergency Proclamations issued by local governments.

## Level 1 – A Minor or Moderate Incident
A minor to moderate incident, where local resources are adequate and available. A Local Emergency may be proclaimed depending on the situation. This level of emergency response occurs when an emergency incident, e.g., gas leak, sewer back-up, assaults, bomb threat, toxic spill, medical emergency, shooting, etc., occurs at a single location. A Level 1 requires Campus Incident Commanders to implement guidelines in the Campus Emergency Plan.

## Level 2 – A Moderate to Severe Emergency
A moderate to severe emergency, where resources are not adequate and mutual aid may be required on a regional or even State-wide basis. The City of Chula Vista or County of San Diego may proclaim a Local Emergency and a State of Emergency may be declared. This level of response occurs when multiple sites and/or multiple events occur and local emergency responders are working in concert with Southwestern Community College District.

## Level 3 - Major Disaster
A major disaster, where resources in or near the impacted area are overwhelmed and extensive State and/or Federal resources are required. A Local Emergency will be proclaimed, a State of Emergency will be declared and a Presidential Declaration of an Emergency or Major Disaster will be requested.

The District Emergency Operations Plan is based on a Level 3 event and a full emergency response by the District. However, only those sections of the response organization that are required to address the situation at the time will be activated. For example, a Level 1 emergency occurring at one location may require minimal activation of the Plan, where more serious situations may require additional activation.

| Response Levels |
| --- |
| **Level 1: Minor to Moderate Incident**<br>Campus Incident Commanders activate their Emergency Plan. Communicate with College Police and Local Emergency Responders (911).<br><br>College Police Dispatch informs Chief of Police who informs the Superintendent/President. |
| **Level 2: Moderate to Severe Emergency**<br>Campus Incident Commanders are in charge of on-scene response and directing the Campus Command Team. Communicate with College Police, Local Emergency Responders, and District EOC.<br><br>District EOC partial to full activation. Coordinates with City EOC and County Operational Area EOC. |
| **Level 3: Major Disaster**<br>Campus Incident Commanders are in charge of on-scene response and directing the Site Command Team. Communicate with College Police, Local Emergency Responders, and District EOC.<br><br>District EOC full activation. Coordinates with City EOC or County Operational Area EOC. |

# SECTION SEVEN
## Emergency Management Phases

## General Information Regarding Emergencies
Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designated to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All employees must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and use of mutual aid.

Emergency management activities during peacetime and national security emergencies are often associated with the phases indicated below. However, not every disaster necessarily includes all indicated phases.

## Mitigation Phase
Mitigation is perhaps <u>the most important phase.</u> Although the District has no control over some of the hazards that may impact it, such as earthquakes, they can take actions to minimize or mitigate the impact of such incidents. As an example, locations in earthquake-prone areas can mitigate the impact of a possible earthquake by securing bookcases and training students and staff in what to do during an actual event. Here are some other examples of mitigation activities:
- Connect with community emergency responders to identify local hazards.
- Review the last safety audit to examine buildings and grounds.
- Encourage staff to provide input and feedback into the crisis planning process.
- Review incident data.
- Determine major problems at the various campuses with regard to student crime and violence.
- Conduct an assessment to determine how these problems – as well as others- may impact your vulnerability to certain crises.

## Preparedness Phase
The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and responses to a disaster. The District Emergency Operations Plan identifies checklists detailing personnel assignments, policies, notification procedures, and resource lists. Personnel charged with responsibility to carry out these activities are acquainted with their duties through trainings and exercises. Other examples of preparedness efforts could include:
- Determine what crisis plans exist in the community.
- Identify all stakeholders involved in crisis planning.
- Develop procedures for communicating with staff, students, families, and the media.

- Establish procedures to account for students during a crisis.
- Gather information that exists about each location, such as maps and the location of utility shutoffs.
- Identify the necessary equipment that needs to be assembled to assist staff in a crisis.

## Response Phase

**Pre-Impact**: Learn to recognize an approaching disaster where actions can be taken to save lives and protect property. Warning systems may be activated and resources may be mobilized, EOC may be activated and evacuation may begin.

**Immediate Impact**: Emphasis is placed on saving lives, controlling the situation, and minimizing the effects of the disaster. Incident Command Posts and EOC may be activated, and emergency instructions may be issued.

**Sustained**: As the emergency continues, assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. Response support facilities may be established. The resource requirements continually change to meet the needs of the incident.

Other response activities may include:
- Determine if a crisis is occurring.
- Identify the type of crisis that is occurring and determine the appropriate response.
- Activate the Incident Command System.
- Ascertain whether an evacuation; reverse evacuation; lockdown; or shelter-in-place needs to be implemented.
- Maintain communication among all relevant staff.
- Establish what information needs to be communicated to staff, students, families, and the community.
- Monitor how emergency first aid is being administered to the injured.
- Decide if more equipment and supplies are needed.

## Recovery Phase

The goal of recovery is to return to learning and restore the infrastructure of the District's facilities as quickly as possible. Often, recovery begins while the emergency response is still underway. Staff must be trained to deal with the emotional impact of the crisis, as well as to initially assess the emotional needs of students, staff, and responders. Additional examples of recovery activities include:
- Strive to return to learning as quickly as possible.
- Restore the physical buildings and facilities, as well as the greater neighborhood surrounding the campus.
- Monitor how staff is assessing students for the emotional impact of the crisis.
- Conduct debriefings with staff and first responders.
- Capture "lessons learned" and incorporate them into plan revisions and trainings.

# SECTION EIGHT
## Emergency Organization Overview

## Southwestern Community College District

### Policies Governing Emergency Preparedness and Response

The safety of students is paramount. All actions taken shall bear this in mind as well as the safety and well-being of employees.

If a disaster occurs during operating hours, college students will be encouraged to follow the direction of faculty or staff. Young students will remain under the supervision of campus authorities until released. In the event closure is considered prudent, the following notifications shall be made as soon as a closure decision is made:

- Governing Board
- District personnel
- Local area media
- Police, fire, and other agencies
- State & Federal legislators and other officials
- City of Chula Vista, City of National City, City of San Diego, and City of Coronado
- County of San Diego Office of Emergency Services and Office of Education
- Local hospitals and County of San Diego Emergency Medical Services

Since District personnel are expected to assist in post-disaster care of students, arrangements for the care of their own family should be prearranged in order to permit discharge of this emergency responsibility.

Each location will have a designated Campus Incident Commander who shall supervise the planning and implementation of their Campus Emergency Plan.

The Campus Incident Commander shall prepare a list of staff to be assigned specific emergency response roles as outlined in this plan. Each Campus Incident Commander shall conduct a survey of certificated and classified personnel to determine each employee's status in terms of first aid training, disaster preparedness training, and other emergency experience and training. Records will be kept current as changes of personnel occur. Copies of records will be kept on file in the Campus Incident Commander's office, and a copy will be forwarded to the College Police.

Students may be included in planning and implementation of the Campus Emergency Plan. Sports teams, clubs, and other student organizations should be encouraged to become sources of leadership among their peers in first aid and disaster preparedness & response.

Emergency notifications will be managed through various resources including the Emergency Blue Poles and the Mass Notification System. Details on both systems are discussed in detail in the EOC Manual (attached separately).

## District Disaster Response Assumptions

**All District emergencies are reported to the College Police (directly or via local jurisdiction's dispatch) who informs the Superintendent/President's Office and other pertinent administrators.**

District facilities and campuses may implement their respective Campus Emergency Plan independent of the District Emergency Operations Plan.

Depending on the severity and scope of the emergency, and its effect on individual facilities and campuses, the Campus Emergency Plan and its Campus Command Team may or may not be activated.

The Campus Command Team will be partially or fully activated, as deemed necessary, by the Campus Incident Commander. The Incident Command System is designed to be adaptable and flexible, allowing for anything from one-position to each position being fully staffed.

When a local emergency is proclaimed by the Superintendent/President (and later ratified by the Governing Board), the District's policies and procedures outlined in this plan become effective.
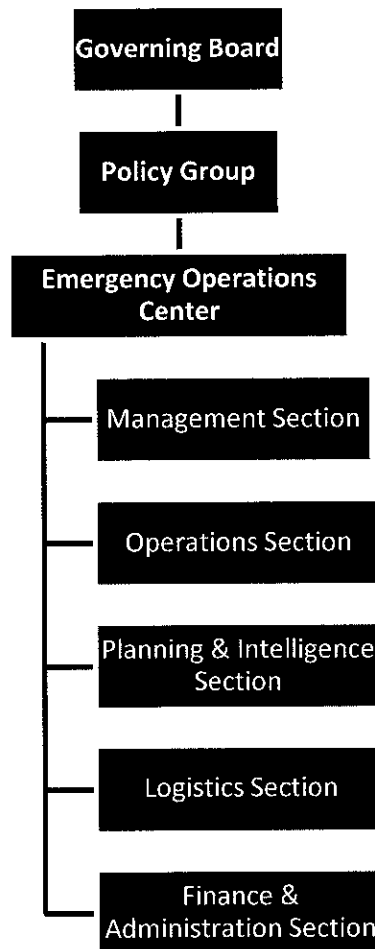
## Overall Emergency Structure

SEMS requires that all public agencies use the five designated functions to serve as the basis for organizing emergency planning and response. Southwestern Community College District emergency response organization is based on these functions. There is a chain of command with two alternates named for every position in a section.

## Emergency Response Organization
### District Emergency Organization Chart

A major emergency requires command, control and coordination from several levels. The District's Emergency Response Organization consists of 3 subgroups including the Governing Board, Policy Group, and the EOC staff. Each subgroup is discussed below.

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┌─────────────────┐
│ Governing Board │
└─────────────────┘
         │
┌─────────────────┐
│  Policy Group   │
└─────────────────┘
         │
┌─────────────────┐
│ Emergency Operations│
│     Center      │
└─────────────────┘
    │
    ├──┌──────────────────────┐
    │  │  Management Section  │
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    │  │  Operations Section  │
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    │
    ├──┌──────────────────────┐
    │  │Planning & Intelligence│
    │  │      Section         │
    │  └──────────────────────┘
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    ├──┌──────────────────────┐
    │  │  Logistics Section   │
    │  └──────────────────────┘
    │
    └──┌──────────────────────┐
       │     Finance &        │
       │Administration Section│
       └──────────────────────┘
```

## Role of the Governing Board

As elected representatives of the District, it's critical that the Governing Board be kept informed of important milestones throughout an emergency. It's equally important that the Board continue to meet on a scheduled and announced basis and to provide updates to the media, as coordinated through the Policy Group.

## Role of the Policy Group

At all times, the Superintendent/President has responsibility for overall management of the District. During times of emergency, the Superintendent/President (or designee) serves as the Director of Emergency Services and the Chair of the Policy Group. The Director of Emergency Services is a legal designation required of all public jurisdictions. As Director of Emergency Services, it is the Superintendent/President's role to:

- Delegates responsibility for uniform planning and execution of details of the disaster preparedness program for the District.
- Ensure the establishment of communication between the campuses and the District EOC.

- Directs each Campus Incident Commander to prepare and publish plans for their campus including procedures for emergency or disaster situations.
- Requires that prescribed training and exercises be funded and delivered.
- Requires that campuses maintain first aid and search/rescue equipment along with other emergency supplies.
- Ensures safe storage of District records.
- Informs the public about the District's emergency program, and their responsibilities and participation in the plan for community's care, if required.
- May delegate responsibility for overall management to one of the Vice Presidents.

The Policy Group also includes the members of the Cabinet: Vice President for Student Affairs, Vice President for Academic Affairs, Vice President for Human Resources, and Vice President for Business & Financial Affairs. The purpose of the Policy Group is to advise on policy-related matters (e.g. closing campuses) and to stay informed on the status of emergencies and recovery. The Policy Group authorizes significant expenditures necessary for response and recovery activities and serves as the link between the Governing Board and the EOC. The Policy Group also declares a District Emergency when appropriate.

## Role of the Emergency Operations Center

The EOC is the location from which centralized management of an emergency response is performed. The use of an EOC is a standard practice in emergency management.

The **EOC Director** and key decision-making personnel operate from the EOC during the emergency response, establishing policy and priorities. It serves as the central point for information gathering, processing, and dissemination; coordination of all Southwestern Community College District emergency operations, and coordination with other agencies and the City of Chula Vista, City of National City, City of San Diego, City of Coronado, or the San Diego County Operational Area EOC. The District EOC is partially or fully activated by the EOC Director, according to the requirements of the situation.

The EOC is organized according to SEMS, based on ICS, as noted earlier in this plan. The EOC Director and Section Coordinators serve as the managers of the EOC.

Unless otherwise specified, the EOC should not be providing tactical direction to the various incidents that are being conducted at the campuses. Instead, the role of the EOC is to coordinate with and support activities in the field while keeping the Policy Group up-to-date.

## Emergency Operations Center (EOC) Manual

The District EOC Manual describes the EOC structure and provides the position checklists.

See Attachment 2 for the District EOC Manual (under separate cover).

## Explanation of the EOC
## EOC Activation

Activation of the District EOC means that at least one District official implements SEMS as appropriate to the scope of the emergency and the District's role in response to the emergency. The District EOC is activated when routine use of resources needs support and/or augmentation. The District official implementing SEMS may function from the EOC or from other locations depending on the situation.
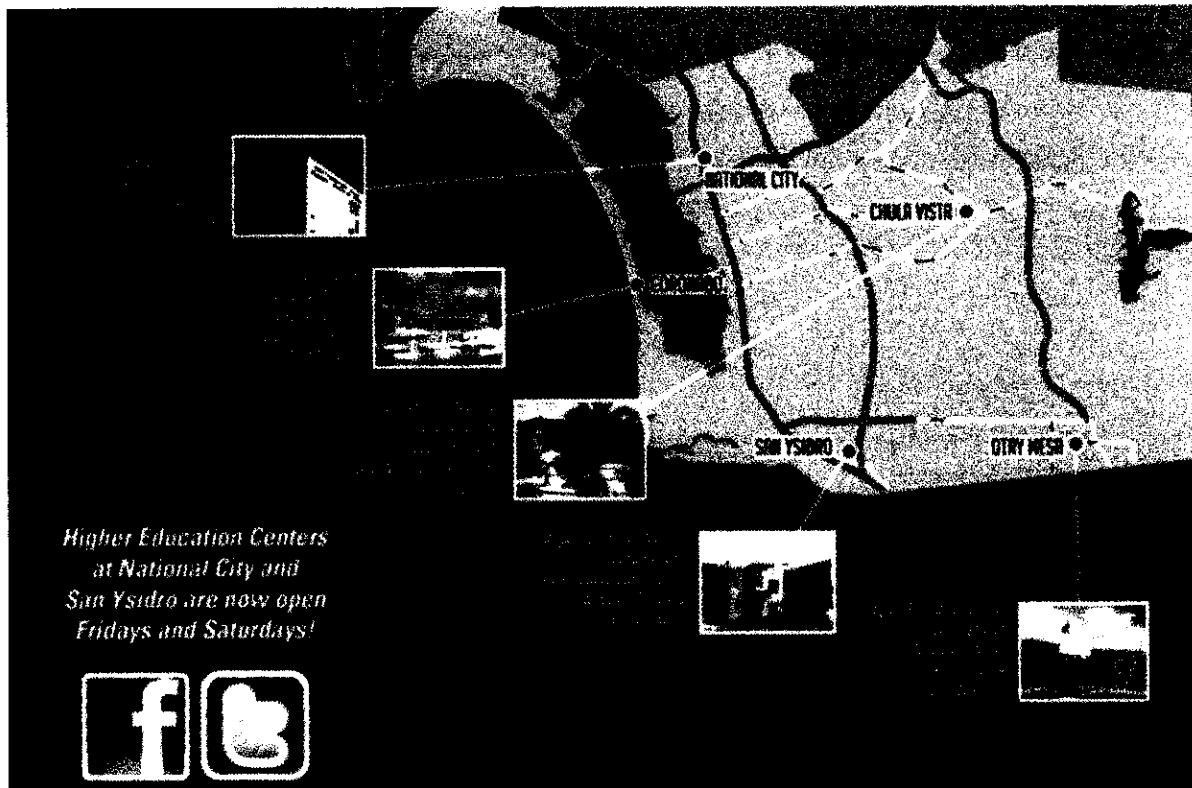
An activated EOC may be partially or fully staffed to meet the demands of the situation. The District maintains four EOC staffing levels that can be applied to various situations. Activation criteria are listed below:

## EOC Activation Levels

| Level | Conditions | EOC Duties | Activation | Staffing |
|---|---|---|---|---|
| **NONE** | 1. None | 1. Maintenance | 1. None | 1. No actions. |
| **Level 0** | 1. No potential severe weather<br>2. Some international tension<br>3. Some national or local tension<br>4. Slightly increasing probability of hazard | 1. Monitor world, national, regional, and local news and monitor regional weather forecasts and space forecasts. | 1. None | 1. No actions. |
| **Level 1** | 1. Serious increase in international tension<br>2. Possibility of local unrest<br>3. Severe weather watch is issued<br>4. Situational conditions warrant<br>5. Small incidents involving one facility<br>6. Earthquake advisory<br>7. Flood watch | 1. Continuous monitoring of event<br>2. Check & update all resource lists<br>3. Distribute status and analysis to EOC personnel<br>4. Receive briefing from field personnel as necessary | 1. Only basic support staff or as determined by EOC Director | 1. EOC Section Coordinators review Plan and Guidelines and check readiness of staff and resources. |
| **Level 2** | 1. Small scale civil unrest<br>2. Situational conditions warrant<br>3. Severe weather warning issued<br>4. Moderate earthquake<br>5. Wildfire affecting specific areas<br>6. Incidents involving 2 or more facilities<br>7. Hazardous materials evacuation<br>8. Imminent earthquake alert<br>9. Major scheduled event | 1. Continuous monitoring of event<br>2. Initiate EOC start-up checklist<br>3. Facilitate field personnel<br>4. Provide status updates to EOC personnel | 1. Staffed as situation warrants and liaison to other agencies<br>2. Primary EOC personnel will be available and check-in regularly | 1. Briefings to Superintendent/President and Board<br>2. EOC begins full operation |

| Level 3 | 1. International crisis deteriorated to the point that widespread disorder is probable<br>2. Acts of terrorism (biological, technical, other) are imminent<br>3. Civil disorder with relatively large scale localized violence<br>4. Hazardous conditions that affect a significant portion of the District<br>5. Severe weather is occurring<br>6. Verified and present threat to critical facilities<br>7. Situational conditions warrant<br>8. Major emergency in the District<br>9. Major earthquake | 1. Brief arriving staff on current situation<br>2. Facilitate EOC staff | 1. As determined by the Emergency Manager<br>2. EOC essential and necessary staff<br>3. Key department heads<br>4. Required support staff | 1. As situation warrants |
|---------|---------|---------|---------|---------|

# SECTION NINE

## Southwestern Community College District Facilities Map



*Higher Education Centers at National City and San Ysidro are now open Fridays and Saturdays!*

# SECTION TEN
## Hazard Identification

## Disaster Risks

### Major Earthquake
Earthquakes are sudden releases of strain energy stored in the earth's bedrock. The great majority of earthquakes are not dangerous to life or property either because they occur in sparsely populated areas or because they are small earthquakes that release relatively small amounts of energy. However, where urban areas are located in regions of high seismicity, damaging earthquakes are expectable, if not predictable, events. Every occupant in San Diego County assumes a certain level of seismic risk because the County is within an area of moderate seismicity. Several major active faults exist in San Diego County, including the Rose Canyon, La Nacion, Elsinore, San Jacinto, Coronado Banks and San Clemente Fault Zones. The Rose Canyon Fault Zone is considered by many geologists as to be part of the Newport-Inglewood Fault Zone, which originates to the north in Los Angeles, and the Vallecitos and San Miguel Fault Systems to the south in Baja California. The Rose Canyon Fault Zone extends inland from La Jolla Cove, south through Rose Canyon, along the east side of Mission Bay, and out into San Diego Bay. The Rose Canyon Fault Zone is considered to be the greatest potential threat to San Diego as a region, due to its proximity to areas of high population.

Historic documents record that a very strong earthquake struck San Diego in 1862, damaging buildings in Old Town and opening up cracks in the earth near the mouth of the San Diego River. That quake was estimated at a Magnitude 6.0 on the Richter Scale. The strongest recently recorded earthquake in the County was a Magnitude 5.3 that occurred on July 13, 1986 on the Coronado Banks Fault, 25 miles west of Solana Beach. The most recent earthquake felt in the County was the Easter Sunday (April 4, 2010) Mexicali Magnitude 7.2 event. Ongoing field and laboratory studies suggest the following maximum likely magnitudes for local faults: Rose Canyon (6.2-7.0) Coronado Banks (6.0-7.7), Elsinore (6.5-7.3), and San Clemente (6.6-7.7).

The major effects of earthquakes are ground shaking and ground failure. Flooding may be triggered by dam failures resulting from an earthquake, or by seismically induced settlement or subsidence. Any movement beneath a structure, even on the order of an inch or two, could have catastrophic effects on the structure and its service lines. All of these geologic effects are capable of causing property damage and, more importantly, risks to life and safety of persons.

Liquefaction is another secondary impact associated with earthquakes. Liquefaction is the phenomenon that occurs when ground shaking causes loose soils to lose strength and act like viscous fluid. Liquefaction is not known to have occurred

historically in the County, although liquefaction has occurred in nearby Imperial Valley in response to large earthquakes (Magnitude 6.0 or greater).

| Earthquakes | | |
|---|---|---|
| Descriptive Title | Richter Magnitude | Intensity Effects |
| Minor Earthquake | 1 to 3.9 | Only observed instrumentally or felt only near the epicenter. |
| Small Earthquake | 4 to 5.9 | Surface fault movement is small or does not occur. Felt at distances of up to 20 or 30 miles from the epicenter. May cause structural damage. |
| Moderate Earthquake | 6 to 6.9 | Moderate to severe earthquake range; fault rupture probable. |
| Major Earthquake | 7 to 7.9 | Landslides, liquefaction and ground failure triggered by shock waves. |
| Great Earthquake | 8 to 8+ | Damage extends over a broad area, depending on magnitude and other factors. |

### Landslide
Landslides occur when masses of rock, earth, or debris move down a slope. Landslides are influenced by human activity (mining, construction) and natural factors (geology, precipitation, and topography). Frequently they accompany other natural hazards such as floods and earthquakes.

Landslides are present throughout the coastal plain of the County and can also occur in the granitic mountains of East San Diego County.

Schools near fault rupture zones, in hilly areas subject to landslides or in liquefaction zones should have special measures for coping when the effects of these hazards are added to shaking damage.

### Flooding
A flood occurs when excess water from snowmelt, rainfall, or storm surge accumulates and overflows onto a river's bank or to adjacent floodplains. Floodplains are lowlands adjacent to rivers, lakes, and oceans that are subject to recurring floods. Most injury and death from flood occurs when people are swept away by flood currents, and property damage typically occurs as a result of inundation by sediment-filled water. Average annual precipitation in San Diego County ranges from 10 inches on the coast to approximately 45 inches on the highest point of the County's mountain region, and 3 inches in the desert east of the mountains.

Several factors determine the severity of floods, including rainfall intensity and duration. A large amount of rainfall over a short time span can result in flash flood conditions. A sudden thunderstorm or heavy rain, dam failure, or sudden spills can cause flash flooding. Flash floods in the County range from the stereotypical wall of

water to a gradually rising stream. The central and eastern portions of the County are most susceptible to flash floods where mountain canyons, dry creek beds, and high deserts are the prevailing terrain.

Between 1950 and 1997, flooding prompted 10 Proclaimed States of Emergency in the County. Historically, flooding in the County has occurred during the season of highest precipitation or during heavy rainfalls after long dry spells. The areas surrounding the river valleys in all of San Diego County are susceptible to flooding because of the wise, flat floodplains surrounding the riverbeds, and the numerous structures that are built in the floodplains. Seven principle streams originate or traverse through the region.

FEMA defines flood risk primarily by a 100-year flood zone, which is applied to those areas with a 1% chance, on average, of flooding in any given year. These high hazard areas are generally concentrated within the coastal areas, including bays, coastal inlets and estuaries. Major watershed areas connecting the local mountain range to the coastal region also contain 100-year flood hazard areas.

Structures located near rivers and in floodplains should have pre-planned evacuation routes and safe areas.

### Hazardous Materials
Hazardous Materials releases can occur at facilities or along transportation routes. Such releases, depending on the substance involved and type of release, can directly cause injuries and death and contaminate air, water, and soils. While the probability of a major release at any particular facility or at any point along a known transportation corridor is relatively low, the consequences of releases of these materials can be very serious.

Hazardous materials can include toxic chemicals, radioactive materials, infectious substances, and hazardous wastes. Numerous facilities in the County generate hazardous wastes in addition to storing and using large numbers of hazardous materials. There are a total of 13,034 sites with permits to store and maintain chemical, biological and radiological agents, and explosives in the County.
In situations where large refineries, petroleum or toxic waste storage facilities, large manufacturers or numerous gas stations are near a facility or campus, evacuation routes and shelter-in-place drills should be conducted regularly.

### Fire
A structural fire hazard is one where there is a risk of a fire starting in an urban setting and spreading uncontrollably from one building to another across several city blocks, or within hi-rise buildings.

A wildfire is an uncontrolled fire spreading through vegetative fuels and exposing or possibly consuming structures. They often begin unnoticed and spread quickly. Naturally occurring and non-native species of grasses, brush, and trees fuel

wildfires. A wildland fire is a wildfire in an area in which development is essentially nonexistent, except for roads, railroads, power lines and similar facilities. A Wildland/Urban Interface Fire is a wildfire in a geographical area where structures and other human development meet or intermingle with wildland or vegetative fuels. Significant development in San Diego County is located along canyon ridges at the wildland/urban interface. Areas that have experienced prolonged droughts or are excessively dry are at risk of wildfires.

Wildland fires have prompted 7 Proclaimed States of Emergency in the County between 1950 and 2003. San Diego County's largest and most damaging wildfire (Cedar Fire) in history occurred in October 2003. Several fires burned at the same time throughout the County, burning over 392,000 acres in the urban areas and the backcountry. The fires destroyed 2,668 residential and commercial structures, with costs exceeding $450 million. Not that many years later, the Witch Fire started on October 21, 2007. Several fires burned at the same time throughout the County, burning over 347,312 acres in the urban areas and backcountry. The Witch Fire was the second largest fire in history of San Diego County with1,650 residential and commercial structures destroyed.

Structures located anywhere near the Wildland/Urban Interface must incorporate evacuation planning into their Site Emergency Plans. Fire drills and fire evacuation routes should be pre-planned and practiced with transportation vehicles and shelter locations pre-planned.

## Terrorism
Terrorism is defined as "the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives."

Recently, the federal government's Department of Homeland Security has placed a great deal of attention on "weapons of mass destruction" (WMD). Following is a list of the categories of WMD weapons: chemical, biological, radiological, nuclear, and explosive.

Given San Diego's proximity to an international border and the prevalence of military establishments and entertainment facilities, the region is considered to be a high risk in terms of terrorism.

In the aftermath of the September 11, 2001, terrorist attacks, educational facilities need to evaluate the potential impact of acts of terrorism directly on their campuses. In some cases, their proximity to local primary targets may increase their vulnerability to terrorists.

## Bomb Threats
San Diego County experienced numerous bomb threats to educational facilities, government buildings, religious sites, and commercial facilities over the years.

### Aircraft Crash
On September 25, 1978, San Diego was the scene of one of the worst air disasters in the United States. A mid-air collision between a Cessna and a Pacific Southwest Airlines Boeing 727 caused both planes to crash into the neighborhood of North Park. A total of 144 lives were lost including 7 people on the ground.

The region is home to a wide range of public, private, and military airports. Several of the District's campuses are located in close proximity to both public and military air transportation facilities.

### Violence
In 1984, a gunman opened fire in a San Ysidro McDonald's restaurant, killing 21 people.

Santana High School in 2001 was the scene of a student shooter who caused the deaths of 2 students and injured 13.

Granite Hills High School was the scene of yet another student shooter in 2001 resulting in injuries to 2 teachers and 3 students.

# SECTION ELEVEN
## Glossary

## Terms

All Clear Alarm: Continuous audio alarm that signals the end of evacuation when conditions are acceptable for reentry of buildings.

Assembly Areas: Designated meeting areas for students, employees, and visitors during emergency evacuation of all Southwestern Community College District buildings and auxiliary sites.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Command Post: For major incidents requiring extended, complex, multi-agency response, emergency response officials will typically establish a command and control location in a building or vehicle near the event.

Disaster Service Workers: All public employees in California are subject to such emergency or disaster activities as may be assigned by their supervisors or by law.

Drop Cover, and Hold: Shelter position under tables or desks or other protected places away from overhead fixtures, windows, high cabinets, and bookcases, for immediate individual protection during an emergency.

Emergency Plan Diagram: Diagram of each building of Southwestern Community College District facility or campus with marked exits, evacuation routes, and assembly areas, for use in the event of an emergency evacuation.

Emergency Evacuation Plan: Official procedures for evacuation of all effected students, employees and visitors to Southwestern Community College District buildings and auxiliary sites upon order of the Superintendent/President and/or upon building alarm system activation, in the event of an emergency.

Emergency Operations Plan: Plan to protect the safety and welfare of student, employees and visitors in the offices, schools, and programs operated by Southwestern Community College District and to assure the continued operation of the essential services of the District during a period of emergency.

Emergency Operations Center: A centralized location where the District can provide emergency management of the response to an emergency, including, but not limited to, logistical support, coordinating media relations, track fiscal issues, and coordinate recovery operations.

Emergency Organization: Organization to direct and control operations of the District's locations during a period of emergency with assigned responsibilities and tasks for planning, response, and recovery in emergency situations.

Evacuation Plan: An official plan for safe and orderly evacuation of District buildings.

Fire Alarm: Intermittent audio alarm that signals evacuation of buildings.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident.

Level I EOC Activation: Minor to moderate emergency, such as major power outage, bomb threat, air pollution alert, isolated fire, or minor earthquake (no injuries or significant damage).

Level II EOC Activation: Moderate to severe emergency, such as major fire, moderate earthquake, bomb explosion (with injuries and/or structural damage).

Level III EOC Activation: Major disaster such as a catastrophic earthquake.

Local Emergency Responder: Public safety services provided by outside agencies, such as City of Chula Vista Police Department, Chula Vista Fire Department, medical or rescue services.

National Incident Management System: A comprehensive incident response system developed by Homeland Security at the request of the President of the United States, March 1, 2004.

Campus Command Team: Employee group assigned and trained to perform a specific emergency function, such as Public Information Officer, Medical & First Aid Team, or Search & Rescue Team.

Standardized Emergency Management System (SEMS): An emergency management system required by California law based on the Incident Command System.

Campus Incident Commander: The individual responsible for executing the Site Emergency Plan during an emergency. Typically this individual is the campus President or Site Administrator.

Unified Command: An organization established to oversee the management of multiple incidents being handled by ICS organizations in one location to ensure coordination in multi-jurisdictional situation.

## **Acronyms**

ARC:        American Red Cross

DSR:        Damage Survey Report

DSW:        Disaster Service Worker (All public employees)

EOC:        Emergency Operations Center

FEMA:        Federal Emergency Management Agency

ICS:        Incident Command System

MACS:        Multi-Agency Coordination System

NIMS:        National Incident Management System

OES:        Office of Emergency Services (City, County or State)

PIO:        Public Information Officer

SEMS:        Standardized Emergency Management System

SIC:        Campus Incident Commander

# SECTION TWELVE
## Authorities and References

## Federal

### National Incident Management System (NIMS)
The National Incident Management System (NIMS) is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across all functional disciplines. California's special districts comply with NIMS by adopting the Standardized Emergency Management System, which includes the Incident Command System. ICS is being adopted nation-wide as the standard, all–hazard management concept to be practiced from the field level all the way up to the State and Federal levels.

### Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988
The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended (the Stafford Act) was enacted to support State and local governments and their citizens when disasters overwhelm them. This law establishes a process for requesting and obtaining a Presidential disaster declaration, defines the type and scope of assistance available under the Stafford Act, and sets the conditions for obtaining that assistance.

### Federal Civil Defense Act of 1950
The Federal Defense Act of 1950 created the Federal Civil Defense Administration that was attached to the Office of the President to provide a mechanism to monitor emergencies. It led to the Federal Disaster Relief Act which allowed the Federal Government to provide limited assistance to states during disasters. Civil Defense Planning was part of this program.

## State of California
### California Emergency Services Act
This Act (Chapter 7, Division 1, Title 2, California Government Code) provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

### California Government Code, Section 3100, Title 1, Division 4, Chapter 4
The Code (Section 3100, Title 1, Division 4, Chapter 4) states that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public District, excluding aliens legally employed. The law applies to public school employees in the following cases:

When a local emergency is proclaimed.
When a state of emergency is proclaimed.
When a federal disaster declaration is made.

The law has two specific ramifications for District employees:

*It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.*

*When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government, but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared.*

California's Emergency Management Agency (Cal EMA) has stated that inadequately trained staffs render school officials potentially liable for acts committed or omitted by school staff during or after a disaster (Sub Sections 835-840.6). It requires that Special Districts be prepared to respond to emergencies using SEMS.

### California Civil Code – Good Samaritan Liability
This section of the Code (Chapter 9, Section 1799.102) provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

### California Emergency Plan
Promulgated by the Governor, and published in accordance with the California Emergency Services Act, it provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. 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." Therefore, local emergency plans are considered extensions of the California Emergency Plan.

### Local

### City of Chula Vista Ordinances, Plan, and Resolutions
As the Southwestern Community College District buildings are located within the boundaries of the City of Chula Vista, the District could be subject to the City Ordinances, Emergency Operations Plan and City Resolutions pertaining to emergency preparedness, response, recovery, and mitigation. If the City declares a

disaster, all District buildings within the City boundaries would be included in the declaration and may be eligible for possible reimbursement of emergency response-related funds.

**County of San Diego Ordinances, Plan, and Resolutions**
Southwestern Community College District Emergency Operations Plan is part of the San Diego County Operational Area Emergency Operations Plan and could be subject to any County Ordinances, Operational Area Emergency Plans, or Resolutions pertaining to emergency preparedness, response, recovery or mitigation.

## Emergency Plans and EOC Manual

**Emergency Plans**
Each campus in the District maintains a Campus Emergency Plan. In addition, the District maintains an Emergency Operations Plan to guide the actions of the overall District during times of major emergencies. The plans are based on a standardized format and are in compliance with the Standardized Emergency Management System and the National Incident Management System.

**Emergency Operations Center Manual**
In the event of a major emergency that impacts one of more of the District's campuses, the Superintendent/President (or designee) has the authority to activate the District's EOC. The EOC Manual contains the protocols and position checklists that would guide the actions of staff members filling positions in the EOC.