

***SIERRA JOINT COMMUNITY
COLLEGE DISTRICT***

**EMERGENCY
OPERATIONS
PLAN**

SIERRA COLLEGE

Contents

DISCLAIMER 3

ASSUMPTIONS..... 3

AUTHORITY---EXTENSION OF STATE EMERGENCY PLAN 4

DESCRIPTION OF DISTRICT 4

INTRODUCTION AND PURPOSE 5

ORGANIZATION AND ADMINISTRATIVE AUTHORITY 6

 Emergency Organizational Structure 6

LEVELS OF EMERGENCY 7

PREPAREDNESS FACTORS 8

 DECLARATION OF CAMPUS STATE OF EMERGENCY 9

ACTIVATION OF EMERGENCY PROCEDURES PLAN, INCIDENT COMMAND SYSTEM
& ICT NOTIFICATION..... 12

FACULTY AND STAFF RESPONSIBILITIES 16

INDIVIDUAL RESPONSIBILITIES & INSTRUCTIONS FOR EVERY CAMPUS &
DISTRICT EMPLOYEE 18

DURING A MAJOR INCIDENT OR DISASTER 19

AFTER AN EMERGENCY 22

AMERICANS WITH DISABILITIES ACT COMPLIANCE 23

PRESERVATION OF VITAL RECORDS 24

PROMULGATION OF PLAN..... 25

DISCLAIMER

The material presented in this emergency operations plan, including all supplemental materials, has been written in accordance with federal and state guidelines and makes every effort to be in compliance with local, state and federal mandates, guidelines, regulations, laws, and current standards. It is not the intent of this Plan to replace or void other mandated plans or operational directives. For example, this Plan is not a tactical manual for law enforcement or an operations manual for fire fighters or hazardous materials specialists responding to events on campus. This Plan cannot anticipate all possible emergency events or situations and emergency responses. Therefore, it should not be used without competent review, verification, and correction (where appropriate) by qualified emergency management professionals. To remain current, this Plan should be reviewed annually and changed or updated as necessary. The members of the Incident Command Team and other elements identified by the District's Emergency Operations Plan should test this Plan and its various elements through training and exercises. Conditions may develop during operations where standard methods will not suffice and nothing in this manual shall be interpreted as an obstacle to the experience, initiative, and ingenuity of the team members in overcoming the complexities that exist under actual emergency conditions.

ASSUMPTIONS

The district Emergency Operations Plan is based on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. The following are general guidelines:

A MAJOR INCIDENT or disaster may occur at any time of the day or night, weekend or holiday, DURING CLEAR OR INCLEMENT WEATHER, with little or no warning.

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

Disasters may affect widespread areas, therefore city, county and federal emergency services may be delayed or unavailable. We may expect a delay of 72 hours or considerably longer before off-campus emergency services resources become available.

A major emergency may be declared if current conditions or information indicates that such a condition is developing or is probable. Only the district president/superintendent or other authorized official in their absence may declare a campus state of emergency when conditions

warrant such a declaration. *Declaring a state of campus emergency gives the district or college the right to restrict access to the campus to authorized persons (per the penal code).* Violators who do not leave when requested or attempt unauthorized entry may be arrested.

AUTHORITY---EXTENSION OF STATE EMERGENCY PLAN

The California Emergency Plan, promulgated in accordance with the provisions of the California Emergency Services Act, provides statewide authorities and responsibilities and describes the functions and operations of government at all levels during extraordinary emergencies. Section 8568 of the Act states in part that “the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof.” This District Emergency Operations Plan (EOP) is, therefore, considered to be an extension of the State Emergency Plan.

DESCRIPTION OF DISTRICT

The Sierra Community College District includes all of Placer and Nevada Counties and portions of Sacramento and El Dorado Counties and is located east of Sacramento, CA and southwest of Reno, NV. It serves an economy as diverse as its population and geographical district. Construction, retail business, technology and service industries have come to characterize the district’s economy. In recent years, Placer and Nevada Counties have been two of California’s fastest growing areas. Placer County is currently the number one job-producing county in the United States.

For over half a century, Sierra College has offered general education and technical courses. The 240-acre main campus is off I-80 in Rocklin. Other facilities include a 105 acre Nevada County Campus in Grass Valley, a center in Roseville named Roseville Gateway, and the Tahoe Truckee Campus in Truckee. Sierra has a national reputation based on excellence in such academic areas as computer science, mathematics, computer integrated electronics, nursing, and early childhood education. Sierra offers Associate of Arts and Associate of Science degrees, along with technical training and certificates in over 70 areas and career fields. In addition, Sierra offers the first two years of pre-professional programs including Medicine, Law, Engineering, Computer Science, Education, and Business Administration.

The District continues to experience dramatic growth and change, and with the ongoing development of computer and information technologies, alternative delivery systems for

educational and student services are evolving, making education more accessible. Sierra College continues to use technology, adapting to meet the ever-changing needs of today's students and promote learning as a lifelong process.

INTRODUCTION AND PURPOSE

This document, with its associated and included documents, information and contingency plans for different types of emergencies, constitutes the Emergency Operations Plan for the Sierra Joint Community College District. This Plan will be used in conjunction with additional campus-specific maps and operational information for all colleges within the district. Henceforth reference to “the Plan”, “this Plan” or “Emergency Operations Plan” will be construed to include the district and campuses and apply to all employees of the district. The term “employees” is meant to include all faculty, staff, and board of trustee members directly associated to the district and all campuses within the district. “District” is intended to mean all support functions provided by the district and all functions provided by any or all campuses within the district.

This Plan addresses how the district will respond to extraordinary events, major incidents, emergencies or disasters, from preparation through recovery and is intended to be in compliance with state and federal guidelines and policies including but not limited to SEMS and NIMS.

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

This Plan describes the Incident Command Team, complete with titles, job descriptions, and duty checklists. The organization is based on the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS), which provide clear line of authority, direction, and communication during emergencies. The system's organizational structure is capable of adapting to any significant incident or disaster to which employees and/or emergency response agencies would be expected to respond. It provides for common terminology, simplifies multi-jurisdictional response and also provides flexibility to expand or contract in a rapid and logical manner as organizational needs of the situation increase or decrease.

The entire district can use the ICS, or individual campuses involved in the same significant incidents or disaster. In the event of a localized emergency, such as one limited to a single building or area, the ICS can be implemented by appropriate personnel present at or responding to the scene.

The Emergency Operations Plan is for significant incidents or disasters and is designed to protect lives and property through effective use of available personnel and resources during emergency

operations. It is placed into operation whenever a natural or human-caused significant incident or disaster affects the district or any campus that exceeds normal or routine operations. The Plan's purpose is to:

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

ORGANIZATION AND ADMINISTRATIVE AUTHORITY

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

Emergency Organizational Structure

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

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

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

The President/Superintendent of the District in their role as CEO is ultimately in charge of the preparedness, response and recovery from a major incident or disaster that affects the district and shall use this Plan.

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

The district's primary responsibility is to aid the individual campuses in time of a significant incident or disaster. Their role is to obtain, deliver, and coordinate needed resources to the affected college campus.

LEVELS OF EMERGENCY

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

Stand By The situation does not require immediate Incident Command Post (ICP) or Emergency Operations Center (EOC) activation; however, it could escalate to a Level One Emergency, and/or it may require immediate "rumor control" response. IC contacts Incident Command Team (ICT) members, briefs on current situation and provides direction if necessary.

Level One The situation is determined to be a real or perceived threat to the health, safety and welfare of the campus community and/or the campus buildings and grounds, which requires a coordinated, but limited emergency response beyond the scope of routine operations. IC activates a limited ICP or EOC, notifies appropriate ICT members, and directs necessary actions based on the Emergency Procedures Plan until emergency or threat no longer exists. This level often requires outside emergency service evaluation and/or action.

Level Two The situation has caused numerous personal injuries or fatalities and/or significant facility damage, which require full involvement of the ICT members to successfully manage containment and recovery. IC activates an EOC, notifies all primary ICT members, and directs necessary actions based on the Emergency Procedures Plan until the emergency or threat no longer exists. This level always requires outside emergency service action and could require mutual aid support.

Level Three The situation has caused massive casualties and/or facility damage, which requires full involvement of the ICT and all available CERT members and staff, in addition to student and community, volunteers to successfully manage containment and recovery. IC activates a full EOC, notifies all ICT members, and directs necessary actions based on the Emergency Operations Plan until emergency or threat no longer exists and "all clear" signal has been given. This level always requires outside emergency service action and mutual aid support.

PREPAREDNESS FACTORS

Mutual Aid and Agreements

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

Designated college Incident Command (IC) Section Chiefs and Emergency Operation Center (EOC) Section Chiefs are responsible for written agreements, protocols and/or memorandums of understanding, purchase agreements, and other relevant documents with the appropriate public agencies, NGO's, non-profit organizations and commercial establishments (public and private), which may provide support to and/or recovery from an major incident or disaster. Copies of all such agreements will be filed at the District Superintendent/President's office and in this Plan.

Training

All Sierra Joint Community College employees are to attend required training that complies with legal disaster preparedness and response requirements. Employees will also be given information on procedures for emergency evacuations, and reporting/handling emergencies (e.g., fire, earthquake, campus violence, hazardous materials spills, etc.), and their role as a Disaster Service Worker. Individuals who, in a time of a major incident or disaster, will be responsible for reporting to an Incident Command Post, Emergency Operations Center or have a specific response function will be given additional training to aid them in their duties and responsibilities.

Types of Emergencies

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

- Aircraft Crash
 - Barricaded Suspects(s), Shooting, Gunman and Sniper
 - Bomb Threat or Detonation
 - Civil Disturbance or Demonstration
-

- Earthquake
- Evacuation
- Fire and Explosion
- Flooding
- Hazardous Materials Incident
- Severe Winds/Storms
- Utility Failure

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

Priorities

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

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

DECLARATION OF CAMPUS STATE OF EMERGENCY

Declaring an official state of emergency gives the district the right to control access to campus facilities, including removing or arresting non-authorized personnel who may interfere with emergency response or engage in criminal activities such as looting.

The authority to declare a campus state of emergency rests with the District Superintendent/President, but to avoid any unnecessary delay, in his/her absence the authority may be designated using the succession list below. The declaring official must complete and sign a *Proclamation of a Campus State of Emergency*.

1. Superintendent/President
2. Vice President, Instruction
3. Vice President, Student Services
4. Vice President, Administrative Services
5. Other Senior Administrator (Designated Acting President)
6. Manager of Security and Parking
7. On-Duty Evening or Weekend College Administrator/Supervisor, if one is assigned

In the Superintendent/President's absence, the first administrator from the above list who can be reached will be the acting Incident Commander until the Incident Command Team assembles to assume control.

During any major campus emergency, district security personnel in collaboration with district employees present shall immediately begin appropriate procedures to meet the emergency, and safeguard persons and property. In the event of earthquakes, aftershocks, fires, storms, or major disasters occurring in or about the campus, or which involve college property, district security will attempt to determine the extent of any damage to college property. District security shall also consult with the Superintendent/President, designated administrator or Incident Command Team regarding the emergency and the possible need for a declaration of a campus state of emergency.

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

The Superintendent/President or his/her designee is authorized to order evacuation of all or part of the campus and direct students, faculty, staff, and affiliates to evacuation zones or to leave campus.

Unauthorized persons remaining on campus may be subject to arrest in accordance with the California Penal Code. Authorized personnel include (but are not limited to) College and District administrators and managers, faculty and staff members who have been assigned emergency response duties, and mutual aid personnel (e.g., American Red Cross, law enforcement, fire fighters, CERT members from adjoining jurisdictions, etc.). All others must be issued an emergency pass by district security before being allowed to enter the immediate disaster site.

**PROCLAMATION
OF A
CAMPUS STATE OF EMERGENCY**

WHEREAS, THE SIERRA JOINT COMMUNITY COLLEGE DISTRICT Emergency Operations Plan and procedures empower the Superintendent/President or designee to proclaim a Campus State of Emergency, when the campus has been affected by a significant incident, major emergency or disaster; and

WHEREAS, the Superintendent/President or designee does hereby find:

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

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

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the County of _____, City of _____.

Name _____
Title (Superintendent/President) Date

ACTIVATION OF EMERGENCY PROCEDURES PLAN, INCIDENT COMMAND SYSTEM & ICT NOTIFICATION

Activation of this Emergency Procedures Plan

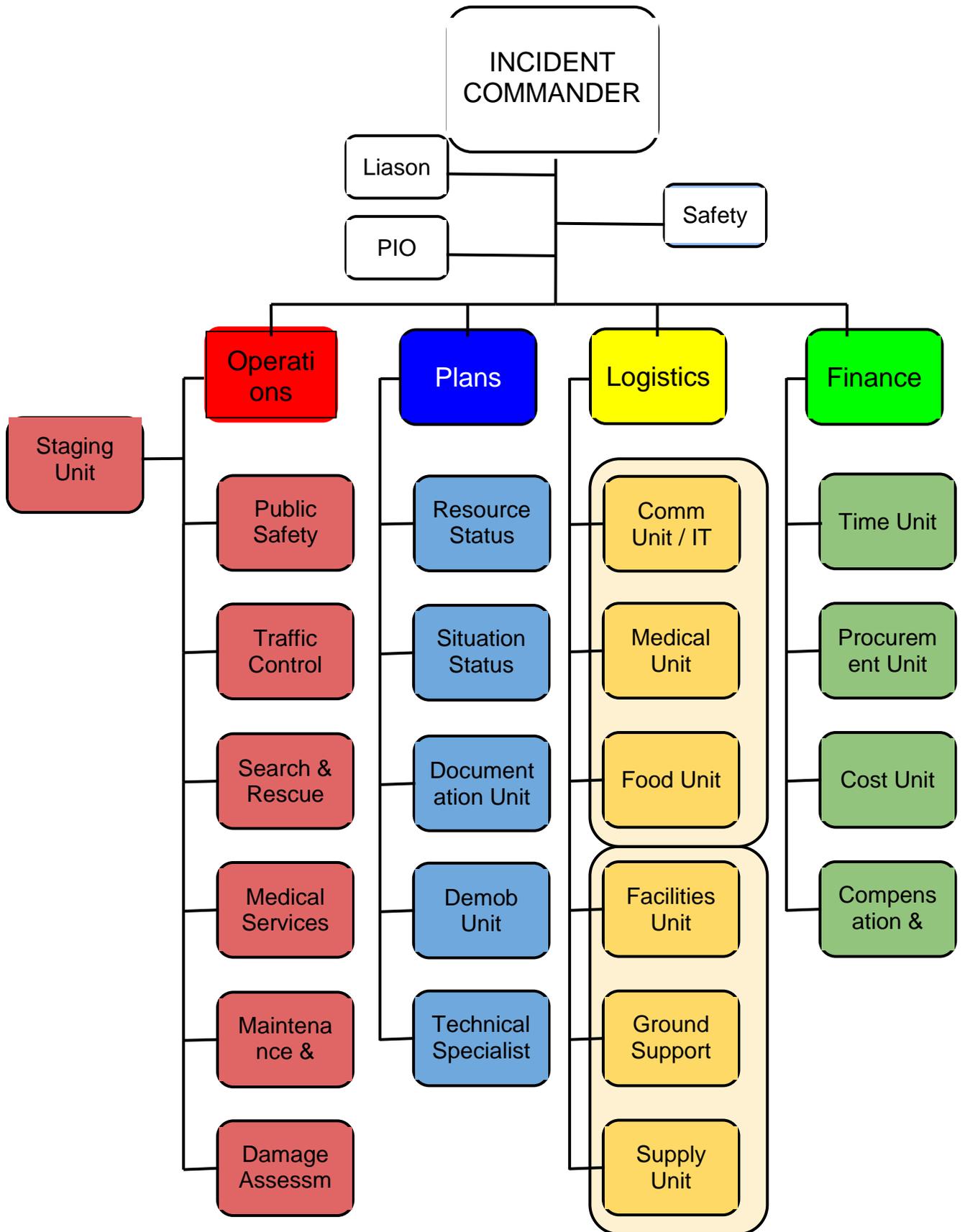
Upon receiving notification from district security, other law enforcement or fire agencies, the district, or any other verifiable and credible source that an emergency does or may exist, or in response to a local, regional, state, or federal declaration of emergency that affects or involves the district or campuses, the Superintendent/President or their designee, will quickly assess the magnitude of the emergency. If necessary, a SEMS/NIMS response will be initiated, relevant elements of this Plan activated, and the appropriate Incident Command Team (ICT) members will be ordered to establish an Incident Command Post (ICP) or report to the Emergency Operations Center (EOC). The IC can activate other college or district-based emergency response personnel.

Notification of Faculty, Staff, and Students

The IC, with consultation from ICT Section Chiefs, will determine appropriate campus safety response and notify all stakeholders or field contact personnel (Building Monitor Team Leader and Building Monitors) through the most direct, efficient, and available communications method (Sierra Alert, classroom emergency phones, phone tree, public address system, push-to-talk phone/radios, radios, runners, email, district website, social media sites, etc.). This information can include response instructions and/or situation reports.

Incident Command Structure

The [Incident Command System Organizational Chart](#) is broken down into five major sections:



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

Employees who are assigned roles in the Incident Command System will need to receive advanced training and practice to perform their tasks smoothly in an emergency.

Emergency Operations Center (EOC):

The Incident Commander (IC) can request activation of the EOC based on a "standby level" emergency. If the IC declares a Level 1-3 incident, the college EOC will be activated. The EOC is a facility for centralized direction and control of the emergency organization and the campus community.

Primary: Rocklin Campus, XT-1

Secondary: Rocklin Campus, YT-1G

If none of the above is available, the IC and/or the Operations Chief will select an alternate location. At least one member of the Incident Command Team or their cadre is to staff the EOC at all times until the emergency situation ends. To the extent possible, the EOC will be equipped with emergency power generators, lighting, mobile radios, cellular and conventional telephones, internet, and the Incident Command kit.

Incident Command Post (ICP):

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

- Barricades, barrier tape, and signs for the scene.
- Portable college radios, mutual aid capable radio..
- Portable public address system.
- Emergency Response Kits
- Campus telephone directory, Emergency Procedures Plan
- "Go bags"
- Pop-up shade shelters

Telephones:

Conventional telephone lines will be designated as “essential service lines”, which may provide for usage in the event of a system overload. Phones will only be of value as long as phone service is not disrupted. Cellular telephone service will also be employed. This too, assumes that the infrastructure still exists and that the systems are not overloaded.

Radio Equipment:

If available, the communications cache will be staged at the ICP or EOC and will be equipped with a minimum of one (1) base station communications cache. This cache will be capable of broadcasting on all college and district frequencies. The EOC will each be equipped with two additional radios with chargers. Refer to **District Communication Plan** for specific details.

Basic ICS equipment and materials at Primary and Alternate sites:

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

Equipment and materials that will be made available to the ICP or EOC during the time of a major incident or emergency:

- Any unassigned district/college radios.
- Facilities and Maintenance equipment and supplies not already in use for emergency response at either campus.
- Equipment and supplies located in the college bookstore and cafeteria (where appropriate), Student Health Center (where appropriate), or in any work area, division office, and storage. All equipment or supplies taken must be documented for later replacement or reimbursement.

FACULTY AND STAFF RESPONSIBILITIES

Superintendent/President

The district superintendent/president, or designated alternate is responsible for the safety of district/college property and its stakeholders and for policy direction during and after a significant incident or disaster. They are responsible to ensure that the ICT is appropriately trained, exercised, and prepared to assume control of the incident.

Administrators, Deans, and Division Chairs

Every administrator, dean and division chair may appoint a specific person(s) as Building/Facility Monitor for every area under their control, and has the following general responsibilities prior to and during any emergency:

Before the Emergency:

- Develop and maintain a "telephone tree" for notifying all departmental or area employees in case of an emergency. This contact list will include home and cellular phone numbers and personal email addresses. These lists contain personal information and should be safeguarded. Develop and maintain a list of employees who would be on duty at any particular time. Have instructors maintain current class attendance rosters.
- Work with district Manager of Security and Parking to develop and integrate campus or building specific emergency response plans into the district Emergency Operations Plan and distribute to all employees with follow-up discussions, on-the-job training or explanation as required. Plans should include basic procedures for alerting students, evacuation, establishing head count, locating emergency supplies, and other procedures specific or appropriate to each building.

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

Emergency Situations:

- Inform all employees under your direction of the emergency condition.
- Evaluate the impact the emergency has on your activity/operation and take appropriate action. This may include ceasing operations and initiating building evacuation, shelter-in-place or lockdown. Evaluation should include but not be limited to:
 - injuries: first aid needs, employees or students trapped or missing;
 - facility damage: unsafe conditions, blocked access, gas or water leaks, electrical problems or hazards; and
 - hazardous materials spills: what, where, how much, etc.
- Designate a person to maintain emergency communications (telephone, radio, runner, etc.) with the ICP or EOC.
- Have all employees under your supervision keep a log of activities ([ICS 214](#)) and hours worked in order to assist in institutional cost recovery.

Faculty and Supervisors

Each faculty member and staff supervisor has the responsibility to:

Before the Emergency:

- Attend required basic major incident/disaster training and become familiar with the district's Emergency Operations Plan and the emergency procedures that apply to their work area.
- Educate their students or coworkers concerning emergency procedures as well as evacuation procedures for their building and/or activity.
- Inspect and evaluate their assigned building facility or activity in advance to determine the impact a fire, earthquake, active shooter, or other major event could have. Report all safety hazards to the District Facilities and Maintenance Department. Submit work orders to correct hazards to the Facilities and Maintenance Department.

Emergency Situations:

- Inform their students and/or staff of the emergency and initiate emergency procedures as outlined in the Emergency Operations Plan. Follow directions given by college managers or administrators, district security, Manager of Security, or other authorized emergency personnel (law enforcement, fire fighters, etc.).
- Keep a log ([ICS 214](#)) of hours worked and your activities institutional cost recovery.

INDIVIDUAL RESPONSIBILITIES & INSTRUCTIONS FOR EVERY CAMPUS & DISTRICT EMPLOYEE

Disaster Service Workers:

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

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

Post Disaster Shelters:

Schools are required by both federal statute and state regulation to be available as shelter sites following a disaster. The American Red Cross has access to schools in damaged areas to set up its mass care facilities, and local governments have a right to use schools for the same purposes.

Before the Emergency:

- Arrange to have an out-of-area telephone contact number for family members to call in case our local phone system shuts down lines within the immediate area.
- Considering the potential of infrastructure failure subsequent to a major region-wide incident or disaster, make necessary contingency plans and preparations for you and your family members should you be unable to return home for three days (or considerably longer) after a disaster. This should include but not be limited to: child and elder care, pet care, personal needs, etc.
- You must attend all mandated emergency preparedness and response training. Each employee is strongly urged to participate in additional training that includes but is not limited to: first aid and CPR, search and rescue, ICS, CERT, etc.
- You are strongly urged to have a personal cache of emergency supplies and equipment stored in your vehicle or other disaster resistant location that includes but is not limited to: 5-7 days worth of food, water and medications, extra eye glasses, a sleeping pad and blanket or

sleeping bag, a change of clothes including work clothes and gloves, comfortable walking shoes, small personal first aid kit and sundries, battery operated light, and radio.

Emergency Situations:

- If you are a member of the district or college ICT, assist in immediate emergency response in your area (e.g., help with evacuation, rescue, medical assistance if properly trained but respond to your pre-arranged staging areas as soon as practicable. If unable to do so, continue to assist in immediate emergency response in your area (e.g., help with evacuation, rescue, medical assistance if properly trained, procurement of supplies, etc.).
 - Stay on campus or return to campus if possible, to assist in emergency/disaster response. Much work will need to be done to ensure the security and safety of the buildings, provide assistance to injured or stranded students, assist Red Cross to open shelters if requested, and ultimately reopen the campus. The special skills possessed by college and district employees will be required to accomplish these goals.
 - Keep a log ([ICS 214](#)) of hours worked in disaster response and your activities. This log will assist the district in cost recovery for emergency response expenses. The log will be added to the permanent record of the disaster response effort. This record may become necessary for future emergency planning and legal challenges.
 - Realize that in a significant incident or major disaster, it may be safer to remain on campus than to attempt a dangerous trip home on impassable or damaged roads.
-

DURING A MAJOR INCIDENT OR DISASTER

Warning Phase

Upon receipt of a warning or the observation that an emergency situation is imminent or likely to occur soon, the district will initiate actions to increase its readiness. During this phase, action is taken to warn and/or evacuate endangered occupants and, if reasonable, to protect property. The district president/superintendent or their designee is notified immediately. Events that may trigger increased readiness activities include, but are not limited to:

- Issuance of a credible long-term earthquake prediction;
 - Receipt of a flood or potential dam failure advisory;
 - Receipt of special severe weather statement;
 - Issuance of utility failure or shutdown advisory;
 - Conditions conducive to local severe wildland fires, such as the combination of high heat, strong winds, and low humidity;
 - Incident in adjacent area or municipality (with activated mutual aid) that has potential to affect the college;
 - An expansive hazardous materials incident; and
-

- Information or circumstances indicating the potential for acts of violence, civil disobedience or terrorism.

The Emergency Operations Plan will be activated as needed, at the direction of the Incident Commander (IC). Increased readiness activities may include, but are not limited to, the following activities:

- Briefing of district/college managers and the Incident Command Team on the situation;
- Reviewing and updating elements of Emergency Operations Plan;
- Increasing public information efforts to employees, students, other stakeholders or community; methods may include updating and/or activating (loading) webpages to district web site, use of mass notification system, classroom emergency phone, etc.;
- Accelerating training efforts
- Inspecting critical facilities and equipment, including testing warning and communications systems;
- Warning threatened members of the population;
- Conducting precautionary evacuations in the potentially impacted area(s);
- Mobilizing special teams and/or recruiting additional staff and Disaster Service Workers and pre-positioning resources and equipment; and
- Establishing or activating Emergency Operations Center and/or staging areas.

Impact Phase

If there is no prior warning, the first response is usually by those persons at the scene and/or by fire and/or law enforcement units with the emphasis placed on minimizing the effects of the major incident or disaster. Generally, emergency responders will be best equipped to establish a field-based incident command post with an Incident Commander (IC) in charge. The Incident Commander may decide to increase the level of response. The Standard Emergency Management System (SEMS) and National Incident Management System (NIMS) will be used.

When demands of the significant incident or disaster exceed the capacity of local resources and additional personnel and/or materials are required to respond, the IC or their designate may request mutual aid. "Mutual Aid System" means the system that allows for the progressive mobilization of resources to/from emergency response agencies, local governments, Operational Areas, regions, and the state with the intent of providing adequate resources to requesting agencies. Mutual aid includes requesting aid from the district, the other college in the district, other community college districts, the City/County Office of Emergency Services (CalEMA), or the City and/or County Emergency Operations Center (EOC). Fire and/or law enforcement will request and render aid through established channels. Additional aid is generally requested through the City and/or County Emergency Operations Center (EOC), depending on the nature and extent of the significant incident or disaster. Within the framework of the California Disaster and Civil Defense Master Mutual Aid Agreement, several discipline-specific mutual aid coordinators may operate from the district EOC, such as fire and rescue, law enforcement, medical, and public works. If the situation warrants, a local state of emergency may be proclaimed by the district, an ICP or EOC activated and staffed, and the City and County CalEMA Director advised.

Examples (not necessarily in specific order) of initial response activities include, but are not limited to:

- Making all necessary notifications;
- Disseminating warnings, emergency public information, and instructions to campus(es) population;
- Conducting evacuations and/or rescue operations;
- Treating the injured and caring for displaced persons;
- Conducting initial damage assessments and surveys;
- Assessing need for mutual aid assistance;
- Restricting movement of vehicles or people and unnecessary access to affected areas;
- Establishing a unified command;
- Coordinating with local, state, and federal agencies working in the field; and
- Developing and implementing incident action plan(s).

General Criteria to Activate an EOC

The district's extended response activities are conducted in the field and in the district's Emergency Operations Center (EOC). A mobile EOC may be used on an as-needed basis.

Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations. Field response personnel will continue to use the Incident Command System (ICS) to manage field operations. EOC staff will support field response personnel in mitigating the effects of the major incident or disaster.

Examples of when to activate and open the college EOC include but are not limited to:

- Required resources are beyond local capabilities;
- The significant incident or disaster is of a long duration (more than a few hours);
- Major policy decisions may be needed;
- A local, regional, state or federal emergency affecting the district is declared;

EOC staff (Incident Command Team) will be organized around the five Standard Emergency Management System (SEMS) functions:

- Incident Commander
- Operations
- Planning/Intelligence
- Logistics
- Finance/Administration

Examples of extended response activities may include:

- Preparing detailed damage assessments;
- Operating mass care facilities;
- Operating a mass vaccination or immunization facility;
- Conducting and/or assisting with coroner operations;
- Procuring required resources to sustain operations;

- Documenting situation status;
- Protecting, controlling, and allocating vital resources;
- Restoring vital utility services;
- Tracking resource allocation;
- Conducting advance planning activities;
- Documenting expenditures;
- Developing and implementing action plans for extended operations;
- Dissemination of emergency public information;
- Declaring a local emergency;
- Prioritizing resource allocation; and
- Coordinating between agencies.

Policy Group

In addition to the ICS functions is the important decision-making role of the Policy Group. This group includes the district superintendent/president, and vice presidents (and others at the discretion of the superintendent/president). The incident commander or EOC Director will recommend to the Policy Group the need for establishment of goals and objectives to operate the campus(es) and district during an extended incident and through the recovery phase. Examples include monetary policy, when to reopen the campus(es) for classes, how to proceed with rebuilding, dealing with the death of students or employees, etc.

AFTER AN EMERGENCY

Recovery Phase

As the immediate threat to life, property, and the environment subsides, the rebuilding of district and its college(s) will begin through various recovery activities. This plan does not specifically identify the district's recovery operations.

Recovery activities involve the restoration of services and rebuilding the affected area(s). Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat facing the district or campus(es). The district will be involved in recovery activities.

The County Office of Emergency Services (OES) will facilitate with local, state, and federal officials to coordinate local, state, and federal assistance programs and establishes support priorities. If major damage has occurred to district infrastructure or property, a recovery committee will be formed at the direction of the superintendent/president to coordinate planning and recommendations for recovery and reconstruction. This committee will incorporate

representation from the affected campus(es) and district.

The Recovery Phase has the following objectives:

- Reinstatement of district and program objectives and goals;
 - Restoration of essential services and facilities;
 - Restoring all utilities;
 - Permanent restoration of damaged or destroyed property;
 - Restoration of normal district services;
 - Financial restitution from insurance carriers, state and federal sources that includes determining and recovering costs associated with response and recovery and applying for state and federal assistance programs;
 - Establishing and staffing Local Assistance Centers and Disaster Assistance Centers; and
 - Research to uncover residual hazards, develop advance knowledge or notification of future disasters, and improve future emergency operations.
-

AMERICANS WITH DISABILITIES ACT COMPLIANCE

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

- The district and/or campus(es) will not exclude or deny benefits of any sort to special populations or those with disabilities.
 - The district and/or campus(es) will work to accommodate special populations and those with disabilities in the most integrated setting appropriate to their needs.
- During emergency situations, the district and/or campus(es) will make reasonable modifications to policies, practices, and procedures if necessary to avoid discrimination.
- Attempt to shelter special populations and those with disabilities during a care and shelter situation or divert them to shelters with special needs facilities.
- Eligibility for care and sheltering will not be dependent on a personal care attendant.
- Special populations and those with disabilities will never be forced by the district and/or campus(es) to occupy a specific shelter or take a particular action designed for their benefit.
- During preparedness and mitigation activities, the district and/or campus(es) will provide preparedness instruction to our college community with special needs to ensure they are prepared in times of crisis.

PRESERVATION OF VITAL RECORDS

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

Vital Records are defined as those records that are essential to:

- Protect the rights and interests of individuals. Examples include student transcripts, business records, personnel records, student patient records, Hazardous Material Business Plan, and criminal record information.
- Conduct emergency response and recovery operations. Records of this type include personnel rosters, Emergency Operating Plan, utility system maps, and locations of emergency supplies and equipment.
- Reestablish normal administrative functions. Included in this group are financial records, payroll records, and purchase orders.
- Educational Records. Faculty and staff material, grant material, exams, and grades. Each key department is responsible for designating a custodian of vital records and ensuring that vital record storage and preservation is accomplished. Vital record storage methods that might be used include but are not necessarily limited to:
 - Duplication (either hard copy or removable computer disk)
 - Dispersal
 - Fireproof containers
 - Vault storage (both on and off campuses)

In addition, it is each employee's responsibility to maintain complete and timely backups of the data on assigned computers.

PROMULGATION OF PLAN

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

This Emergency Operations Plan as written and amended is hereby approved as the official plan for the Sierra Joint Community College District. It shall be used as the plan of procedures should a major incident or disaster occur, as described in this document. All managers, college president/superintendent, vice presidents, deans, directors, division and department heads shall ensure that it is implemented to the best of their abilities.

As promulgated and dated below:

**William Duncan, Superintendent/President
Sierra Joint Community College District**

SIERRA JOINT COMMUNITY COLLEGE DISTRICT
EMERGENCY OPERATIONS PLAN

Prepared by: _____
Jamison Lopizich
Manager of Parking, Security

Concurred by: _____
Mandy Davies
Vice President, Student Services

Deb Sutphen
Vice President, Instruction

Chris Yatooma
Vice President, Administrative Services

Ryan Davis
Vice President, Human Resources

Stephanie Ortiz
Executive Dean, Nevada County Campus

Kim Bateman
Dean, Tahoe/Truckee Campus