

ADMINISTRATIVE PROCEDURES

AP 3505 Emergency Response Plan

## Emergency Response Plan

### PURPOSE

The Emergency Response Plan is the District's planned response to all hazards on or affecting the campus or surrounding community. The plan will be activated by the District Superintendent/President or his/her/their delegated representative. The District's response to a major crisis will be conducted within the framework of this plan except when directed otherwise by the Superintendent/President or his/her/their appointed representative. The emergency response plan details actions and responsibilities for all employees of the District including those on the Emergency Operations Center (EOC) staff.

### SCOPE AND DEFINITIONS

An emergency is defined as a sudden state of danger that occurs unexpectedly and that demands immediate action to protect the health and safety of individuals within the institution. The following are examples of emergency situations:

- A. Bomb threat
- B. Earthquake
- C. Explosion
- D. Fire
- E. Hazardous materials spill/release
- F. Hostage situation
- G. Campus shooting
- H. Terrorist incident

Examples of low-level emergencies that could impact the health and safety of individuals within the institution include but are not limited to:

- A. Unplanned power outages
- B. Water pipe breaks
- C. Unidentified odors
- D. Approaching storms

### EMERGENCY CHAIN OF COMMAND

The Superintendent/President is the District's Incident Commander. In the absence of the Superintendent/President, his/her/their designee will assume the role of Incident Commander.



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In all types of emergencies, once outside agencies arrive on the scene (i.e. Police Department, Fire Bureau, Emergency Management Agency personnel, etc.) these agencies will assume control of the operations. The EOC will act as resources to these responders.

### RESPONSIBILITY

#### A. All Employees

*Government Code Sections 3100-3101* state that all employees of the District are declared civil defense workers during emergencies, subject to such defense activities as may be assigned to them. Federal and state regulations further state that all employees of the District must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employee's emergency response responsibilities.

To ensure effective implementation of this plan, all personnel designated to carry out specific responsibilities are expected to know and understand the policies and procedures outlined in this document and other associated supporting documents.

#### B. Campus Security

Campus Security has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, Campus Security has a responsibility to respond to such incidents to determine if the situation does in fact pose a threat to the community. If that is the case, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

#### C. Emergency Operations Center (EOC)

The Emergency Operations Center (EOC) will be activated during emergency situations. The Superintendent/President or his/her/their designated representative will activate the EOC. The EOC may be staffed by one or more key administrators depending on the situation and response. The EOC staff will direct the District's response to the emergency situation, coordination with outside agencies, and requests for outside support. The EOC staff will be aided in their duties by Building Response Team (BRT) members that are trained response personnel from the District employees.

The EOC is composed of key administrators including but not limited to the Superintendent/President; vice presidents; chief human resources officer; key members



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from campus security, IT, marketing and communications, facilities, and health services; and record keepers. The EOC shall:

1. Declare a major emergency in the event of earthquake, explosion, flood, etc.
2. Assess the overall disaster based on reports from area managers
3. Initiate the emergency notification chain (call back of employees)
4. Mobilize any additional staff to heavily damaged areas
5. Determine the "All-Clear" when the disaster is over

### D. Director of Marketing and Communications

All press releases will be prepared by the Director of Marketing and Communications under the direction of the Superintendent/President or his/her/their designee. In the absence of this person, the Superintendent/President or his/her/their designee will designate an individual responsible for this function.

## PREPAREDNESS

The District's preparedness is based on pre-staged supplies, training and awareness, emergency drills, and support agreements with civil and private agencies. All employees of the District will receive training in responding to and managing emergency situations according to federal and state laws and regulations. The best response to emergency situations is preparedness.

### A. Testing Emergency Response and Evacuation Procedures

An evacuation drill is coordinated by Campus Security at least once per year for all facilities on campus. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Campus Security may determine locations for evacuation of the campus or buildings in advance, however, those locations may change depending on the time of day, location of the building(s) being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, Campus Security and District staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

Evacuation drills are monitored by Campus Security and District administration to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration.



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

### B. Annual Notifications

All members of the campus community are notified on an annual basis that they are required to notify Campus Security of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees on campus.

## REPORTING OF EMERGENCIES

All emergencies, including low-level emergencies such as unplanned power outages, water pipe breaks, unidentified odors, and approaching storms, should be reported to Campus Security at (831) 646-4099 (landline) or (831) 760-2090 (cell). High-risk emergencies should be reported to 911 and Campus Security.

- A. When calling, stay calm and carefully explain the problem and location to the 911 operator and Campus Security. If Campus Security is busy, call the office of the Vice President for Administrative Services (831-646-4040).
- B. Quickly notify the dean or immediate supervisor of the emergency and begin to take the appropriate action warranted by the situation.
- C. If a sign language interpreter is needed to facilitate communication between off-campus hospital personnel and an injured deaf person, arrangements can be made by calling COMMEND - Communication Medical Emergency Network for the deaf at 1-800-422-7444 or LIFESIGNS at 1-800-633-8883 v/tdd.

Campus Security will notify the Superintendent/President and vice presidents. The Superintendent/President, or in the Superintendent/President's absence, his/her/their designee, will assess the situation and determine the next steps, including if/when to activate the EOC.



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**EMERGENCY TELEPHONE NUMBERS**

<b>Name</b>	<b>Telephone Number</b>
Fire, Medical, Police (Emergencies Only)	911
Campus Security	(831) 646-4099 (landline) (831) 760-2090 (cell)
Superintendent/President	(831) 646-4060 (831) 646-4272 (831) 646-4114
Vice President of Administrative Services	(831) 646-4040 (831) 645-1359
Vice President of Student Services	(831) 646-4190 (831) 645-4155
Vice President of Advancement	(831) 655-5506 (831) 655-5507
Chief Human Resources Officer & Title IX Coordinator	(831) 646-3038 (831) 646-4016
Student Health Services	(831) 646-4017 (831) 646-4018
Facilities Services	(831) 646-4049 (831) 645-1362
Evening Facilities	(831) 324-5735
Evening Administrator	(831) 646-4055
Emergency Operations Center (EOC)	(831) 760-2058 (831) 760-2457 (831) 760-2102 Channel 1 (Radio)
MPC Switchboard	(831) 646-4000



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**ADDITIONAL CONTACTS, RESOURCES, AND INFORMATION**

Name	Contact Information
American Red Cross, Monterey Bay Area Chapter	(831) 624-6921 www.redcross.org
DisasterHelp	www.disasterhelp.gov
Emergency Services Office (Monterey County)	(831) 796-1905 (Office) (831) 755-8969 (Alert Monterey County)
Federal Emergency Management Agency (FEMA) "Are You Ready: A Guide to Citizen Preparedness"	www.fema.gov www.fema.gov/areyouready
Health Department (Monterey County)	(831) 755-4500
Hospitals: Community Hospital of the Monterey Peninsula Natividad Hospital Salinas Valley Memorial	(831) 624-5311 (831) 755-4111 (831) 757-4333
PG&E: Power Outage Information Center Business Customer Service Center	1-800-743-5002 1-800-468-4743
Poison Control Center (CA Poison Control System)	1-800-222-1222
Police Departments (Non-Emergencies): City of Marina City of Monterey City of Seaside Monterey County Sheriff	(831) 384-7575 (831) 646-3830 (831) 394-6811 (831) 647-7911
Urgent Care: Doctors on Duty - Harden Urgent Care (Salinas) Doctors on Duty - Marina MoGO Urgent Care - Carmel MoGO Urgent Care - Marina MoGO Urgent Care - Monterey	(831) 443-8200 (831) 883-3330 (831) 622-6940 (831) 622-6935 (831) 622-6938



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### **COMMUNICATION**

Upon confirmation or verification by the District that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the District will determine the content of the message and will use some or all of the systems described below to communicate the threat to the campus community or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population. The District will, without delay, take into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: the Superintendent/President, Vice President of Administrative Services, and/or their designees, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the campus community, the District has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include network emails, emergency text messages that can be sent to a phone or Personal Digital Assistant (individuals can sign up for this service on the District website), public address system, radio and/or phone calling trees, and District website emergency messages. The District will post updates during a critical incident on the District website at [www.mpc.edu](http://www.mpc.edu). Individuals can call the District's recorded information telephone line at (831) 646-4000 for updates or sign up for emergency notifications via the District website.

The District's Superintendent/President or his/her/their designee(s) will be responsible for the dissemination of emergency information to the larger community through phone calling trees and District website emergency messages.

General information about the emergency response and evacuation procedures for the District are publicized each year as part of the District's Clery Act compliance efforts and that information is available on the District website.

### **EMERGENCIES**

#### **A. Bomb Threats: Responsibilities in Case of Bomb Threats**

Employees receiving a bomb threat or discovering a bomb or similar device should immediately call 911 and notify Campus Security by dialing (831) 646-4099 (landline) or (831) 760-2090 (cell).

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1. If a bomb threat is received by phone
  - a. Ask:
    - i. When is the bomb going to explode?
    - ii. Where is the bomb right now?
    - iii. What kind of bomb is it?
    - iv. What does it look like?
    - v. Why did you place the bomb?
  - b. Keep the caller on the phone as long as possible. Record the following information for emergency personnel:
    - i. Time of call
    - ii. Date of call
    - iii. Exact words of person
    - iv. Sex, age
    - v. Speech pattern
    - vi. Background noises
2. If a bomb threat is received by mail, employees should:
  - a. Not handle the envelope or package
  - b. Leave the immediate area
  - c. Call 911, notify Campus Security (831-646-4099 - landline or (831) 760-2090 - cell), and stop anyone from entering the area or handling the written note
3. If a suspicious object is discovered, the employee should:
  - a. Not attempt to touch or move the object or use any radio equipment
  - b. Evacuate immediate area only
  - c. Call 911, notify Campus Security (831-646-4099 - landline or (831) 760-2090 - cell), and await further instructions from law enforcement and/or campus security officials.

### **B. Chemical Spill: Responsibilities in Case of Chemical Spill**

1. Any campus spillage of a dangerous chemical shall be reported immediately. Call Campus Security (831-646-4099 - landline or (831) 760-2090 - cell) or 911.
2. When reporting, be specific about the nature of the involved material and the campus location. Campus Security will contact the necessary specialized authorities and medical personnel.
3. Vacate the affected area at once and seal it off to prevent further contamination of others.
4. Anyone who may be contaminated because they were in the immediate area affected by the spill is to avoid contact with others as much as possible, remain in



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the vicinity, and give their names to the Director of Facilities Services or his/her/their designee. Required first aid and clean up by specialized authorities should be initiated at once.

5. If necessary, because of the danger involved or if directed to do so by the District personnel, activate the building fire alarm system and follow the remaining steps.
6. Evacuate the building by quickly walking to the nearest exit, alerting people as you go. Leave the elevators for disabled persons and assist them as necessary.
7. Direct any disabled persons to the elevator areas when they are located on floors above or below ground level until further direction is received from District personnel. Assist disabled individuals in exiting the building on ground level floors.
8. Flash the lights on and off to alert deaf or hard-of-hearing students. Write notes to explain what is happening. Assign a guide for blind students. Assign an assistant for students who are disabled.
9. Once outside, move to a clear area at least 50 feet away from the affected building. If fumes are present, move cross wind, not upwind. Keep the walkways clear for emergency vehicles.
10. To the best of your ability and without re-entering the building, assist District personnel in their attempt to determine that everyone has been evacuated safely.
11. An emergency command post will be established. Keep clear of the command post unless there is important information to report.
12. Do not return to a building until told to do so or until it is announced that all is clear.

### **C. Earthquake: Responsibilities in Case of Earthquake**

1. Earthquake survival instructions during the earthquake
  - a. Keep calm—do not run or panic.
  - b. Remain where you are—indoors or outdoors.
  - c. If indoors, take cover under desk, table, or bench or in doorways, halls, or against inside walls. Drop to your knees, clasp both hands behind your neck, bury your face in your arms, make your body as small as possible, close your eyes, and cover your ears with your forearms. Stay away from glass windows or skylights. Do not use elevators. Do not run outdoors! You may be hit by falling debris or live electrical wires. Be aware that furniture moves in an earthquake.

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- d. If outdoors, get away from buildings and other structures that could collapse. Go to clear areas and stay away from walls, utility poles, and downed wires that could cause serious injury or death.
  - e. Do not run through or outside buildings. The greatest point of danger is just outside doorways and close to outer walls.
  - f. Protect yourself FIRST, then after shaking stops protect and/or help others.
2. After the earthquake
- a. Evaluate the situation and if emergency help is needed, contact Campus Security at (831) 646-4099 (landline) or (831) 760-2090 (cell).
  - b. Follow instructions from teachers, supervisors, or emergency services for safely turning off equipment like electrical or gas appliances.
  - c. If indoors, evacuate the building by walking to the nearest clear exit, assisting people as you go. Be aware of hazards that may have occurred during the quake. Do not enter or use elevators. If there is an elevator in your building, check to make sure no one is trapped.
  - d. Do not re-enter a building until an emergency specialist says it is safe to do so.
  - e. Assist staff and personnel in charge to determine if everyone has evacuated safely.
  - f. If qualified, give first aid to anyone who is injured. If not, assure that first aid is given by a qualified person.
  - g. Wear shoes (flat-heeled, preferable) in areas near fallen debris and broken glass.
  - h. Clean up debris, glass, and spilled medicines as well as any flammable liquids, bleaches, and gasoline.
  - i. Restrict phone use to emergencies only.
  - j. Be prepared for aftershocks. These are usually smaller than the main quake, but some may be large enough to do additional damage to structures weakened during the main shock.
  - k. Do not evacuate the campus unless instructed to do so; traffic congestion and road damage can make driving impossible and/or dangerous.

### **D. Explosions: Responsibilities in Case of Explosion, Aircraft Crash**

In the event of a violent accident (explosion, aircraft crash) on campus which may render a building or area unsafe, the following action should be taken:

1. Take cover under tables, desks, or other such objects, or behind objects that will give protection against flying glass and debris.



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2. Set off the fire alarm. Stay at the fire alarm, if safe to do so.
3. Call 911 and/or notify Campus Security at (831) 646-4099 (landline) or (831) 760-2090 (cell) when safe to do so, and give your name, location, and the nature of the emergency.
4. Be aware of structural damage and unstable areas of debris and avoid glass doors or any suspicious objects.
5. After the effects of the explosion have subsided, determine if evacuations are necessary.
6. If evacuation is necessary, exit the building as directed. Seek out any injured and disabled persons and provide assistance in evacuating the building/area. Assign blind students a guide. Assist students in wheelchairs or assign them a guide to get them to lobby near the elevator.
7. Upon leaving the building, proceed to a clear area at least 50 feet away from the affected building and await further instructions. Keep the walkways clear for emergency vehicles.
8. Do not return to a building until told to do so by a college official or a fire officer.

**E. Fire: Responsibilities in Case of Fire**

1. Use a fire alarm box and stay at the box until emergency personnel arrive if the fire is too large to fight.
2. If you are not near an alarm box, phone Emergency/Switchboard or Fire Department – 911
3. If fire can be easily extinguished, attempt to do so after notification is made.
4. Seek out and assist disabled persons in the area.
5. Evacuate the building if necessary, closing fire doors.
6. If evacuated, proceed to the designated emergency area for further instructions. Be prepared to account for all persons in your class under your control.

**EVACUATION**

The purpose of any evacuation will be to empty a building or area of all occupants as quickly and safely as possible. **(Remember, in the event of a major disaster, every community college employee automatically becomes a civil defense worker under *Government Code Sections 3100-3101.*)**

- A. Building Evacuation: In most cases that require the evacuation of only one building (fire, explosion, bomb threat), occupants should proceed to a clear or safe area near the evacuated building as shown on the emergency evacuation route posted in classrooms. Occupants should walk, remain quiet, grasp handrails, and follow all other emergency

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instructions. Do not re-enter the building until instructed to do so by Command Post personnel.

- B. General Evacuation: When orders are given to evacuate a building (such as after an earthquake or major disaster), occupants should proceed to the main evacuation assembly area as directed by emergency personnel.
- C. Occupants will gather in the emergency assembly area and await further instructions.
- D. Responsibilities:
  - 1. Day Instructors
    - a. Coordinate evacuation from classroom if necessary
    - b. Assist disabled individuals out of buildings without use of elevators
    - c. Assess overall situation in classroom
    - d. Initiate first aid if qualified individual is available
    - e. Report when students are safe to move to an emergency assembly point or command post
    - f. Assist area managers as necessary
    - g. Provide special assistance to any disabled individual in the area
  - 2. Evening Instructors
    - a. Coordinate evacuation from classroom if necessary
    - b. Assist disabled individuals out of buildings without use of elevators
    - c. Assess overall situation in classroom
    - d. Initiate first aid if qualified individual is available
    - e. Report when students are safe to move to an emergency assembly point or command post
    - f. Report via runner any casualties, structural damage, and hazardous material spills and status of volunteer student help control point of command post
  - 3. Other Employees
    - a. Key administrators or other emergency personnel will be available to direct evacuees to clear or safe areas
    - b. Follow survival instructions
    - c. Evacuate area if necessary
    - d. Assess immediate problems if possible
    - e. Report to area assembly point when safe
    - f. Assist area manager, as needed:
      - i. Performing first aid (if qualified)
      - ii. Serving as a communication runner, etc.
      - iii. Conducting record-keeping and note-taking



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- E. Evacuation of disabled persons will be given the highest priority. They should be evacuated by the most expeditious and safe means available. Turn lights on and off to alert hard of hearing to the emergency. Assign a guide to blind students. Carry pencil and paper to write messages, if necessary. Students in wheelchairs should be assisted to the area near the elevator if working. If not working, make arrangements to carry them down.

### **EMERGENCY ASSEMBLY AREAS**

Emergency Designated Assembly areas will be listed in the published plan. Additionally, signs designating the Assembly Areas will be posted. Assembly areas will be subject to change during the construction period.

### **REMAIN CALM – HELP OTHERS REMAIN CALM.**

See Board Policy 3505 - Emergency Response Plan

See also Board Policies/Administrative Procedures 3500 - Campus Safety, 3510 - Workplace Violence, 3515 - Reporting of Crimes, Administrative Procedure 3530 - Weapons on Campus, and the District Annual Security Report

**References:** *Education Code Sections 32280 et seq. and 71095;*  
*Government Code Sections 3100 and 8607(a);*  
*Homeland Security Act of 2002;*  
*National Fire Protection Association 1600;*  
*Homeland Security Presidential Directive-5;*  
*Executive Order S-2-05;*  
*California Code of Regulations Title 19, Sections 2400-2450;*  
*34 Code of Federal Regulations Section 668.46(b)(13) and (g)*

**Approved:** May 11, 2021