



Emergency Operations Plan

KCCD District Office

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Assumptions (Read Me First)

This Emergency Operations Plan (EOP) is designed to be reader-friendly and avoids, as much as possible, technical jargon. However, you will better understand this plan and be equipped to manage incidents and crisis events by taking some preliminary, on-line courses. These courses are expected of you, if you are identified as a member of the Community College College's Emergency Operations team.

If you have never taken any Federal Emergency Management Administration (FEMA) courses or if it has been several years, you will need to register for a Student Identification Number (SID) at: <https://cdp.dhs.gov/femasid>. The SID will be necessary for all FEMA Independent Study (IS) course registrations and in order to take the exam for each class – retain the ID for our records

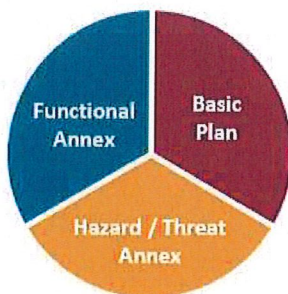
The courses you are expected to take, as a minimum, are as follows:

- IS-100.C: Introduction to the Incident Command System
 - <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>
- IS-700.B: An Introduction to the National Incident Management System
 - <https://training.fema.gov/IS/courseOverview.aspx?code=IS-700.b>

There are many other online or in-person courses you could take and these would only enhance your understanding of our plan and the methodology used both in California, and nationwide, for managing incidents.

Format of this Plan

This plan follows current best practices and is formatted into three sections, as identified below. They are, the *“Basic Plan,”* the *“Functional Annex,”* and the *“Hazard/Threat Annex.”*



The **Basic Plan** section of the College EOP provides an overview of the College's approach to emergency operations. Although the Basic Plan section guides the development of the more operationally oriented annexes, its primary audiences consist of the school, local emergency officials, and the community (as appropriate). The elements listed in this section should meet the needs of these audiences while providing a solid foundation for the development of supporting annexes.

The **Functional Annexes** section details the goals, objectives, and courses of action of functions (e.g., evacuation, communications, and recovery) that apply across multiple threats or hazards. Functional annexes set forth how the College manages a function before, during, and after an emergency.

The **Threat and Hazard-Specific Annexes** section specifies the goals, objectives, and courses of action that a College will follow to address a particular type of threat or hazard (e.g., hurricane,

active assailant). Threat and hazard-specific annexes, like functional annexes, set forth how the school manages a function before, during, and after an emergency. (*Excerpted from the Guide For Developing High-Quality Emergency Operations Plans for Institutions Of Higher Education; copyright 2013.*)

Promulgation

Steven Bloomberg
Chancellor
Kern Community College District

The primary role of government is to provide for the welfare of its citizens. The welfare and safety of citizens is never more threatened than during disasters. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety is preserved.

The Kern Community College District Emergency Operations Plan provides a comprehensive framework for District-wide emergency management. It addresses the roles and responsibilities of government organizations and provides a link to local, State, Federal, and private organizations and resources that may be activated to address disasters and emergencies in Kern Community College District.

The Kern Community College District Emergency Operations Plan ensures consistency with current policy guidance and describes the interrelationship with other levels of government. The plan will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance.

Therefore, in recognition of the emergency management responsibilities of the Kern Community College District and with the authority vested in me as the Chancellor of Kern Community College District, I hereby promulgate the Kern Community College District Emergency Operations Plan.

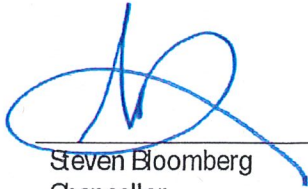
Date



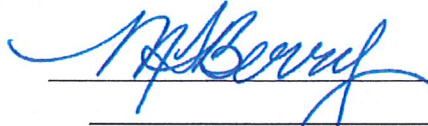
Steven Bloomberg
Chancellor
Kern Community College District

Collaborative Planning Team

This Emergency Operations Plan was developed under the leadership of a collaborative planning team. Representatives whose signatures appear below are standing members of that team.



Steven Bloomberg
Chancellor
Kern Community College District



Melissa Thornsberry
Chief Financial Officer
Kern Community College
District



Tina Johnson
Interim Director Risk Management & Safety
Kern Community College District

Approval and Implementation

This plan supersedes the existing Kern Community College District Emergency Operations Plan.

The transfer of management authority for actions during an incident is done through the execution of a written delegation of authority from a District to the incident commander. This procedure facilitates the transition between incident management levels. The delegation of authority is a part of the briefing package provided to an incoming incident management team. It should contain both the delegation of authority and specific limitations to that authority.

The Kern Community College District Emergency Operations Plan delegates the Chancellor's authority to specific individuals in the event that he or she is unavailable. The chain of succession in a major emergency or disaster is as follows:

1. Chancellor
2. Chief Financial Officer
3. Vice Chancellor – Educational Services
4. Vice Chancellor – Workforce and Economic Development
5. Vice Chancellor – Human Resources
6. Chief Information Officer

Date

Steven Bloomberg
Chancellor
Kern Community College District

Record of Distribution

Plan #	Office/Department	Representative	Signature
01	Keenan & Associates – IMReady	Eric Olson	
02			
03			
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Basic Plan

Purpose

The primary purpose of the Emergency Operations Plan (EOP) is to define roles and responsibilities at the site of incidence and between the site of incidence and the College. The EOP establishes the minimum requirements for College and site plans throughout our campus. This Plan meets State of California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) requirements.

A “Multi-Hazard” approach is used as recommended by the Governor’s Office of Emergency Services (OES – California). Multi-Hazard emergency management focuses on similar responses for similar incidents. This makes our job easier because we do not have to use voluminous plans for figuring out what we are going to do. It is based on easy-to-remember instructions and ensures that all students, employees, and visitors (constituents) know what to do at any given time for any given incident.

The purpose of this document is understand its format and scope to our emergency operations plan to provide a cohesive, coordinated response to certain incidents.

During a disaster or emergency, the College prioritizes the safety and welfare of students, employees, and visitors. As circumstances and resources permit, it may implement protective measures as deemed appropriate and will make reasonable efforts to resume instruction and safeguard College property, consistent with prevailing conditions.

Objectives

- To protect the lives and welfare of students, employees, and visitors (constituents) in the event of a disaster or emergency condition.
- To shelter, evacuate, relocate, or redirect our students, employees, and visitors (constituents), when necessary, to protect lives and welfare.
- To continue or reconvene instruction as soon as is safely and prudently possible.
- To protect and preserve College property.

Sems and Nims

The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) are both very similar and utilize a standardized Incident Control System (ICS). They are considered transitional organizational structures that are used during an emergency or disaster. They remain in effect until school operations return to normal (pre-incident) conditions. This transitional organizational structure is based upon five principle activities performed at all emergency incidents. These are:

- Command/Management - knowing who is in charge
- Operations - personnel to respond to the emergency
- Planning/Intel - getting the facts straight and planning for the future
- Logistics - providing needed supplies and equipment
- Finance/Admin - accounting and record keeping

The Incident Command System (ICS) organization allows for a modular and rapid expansion to meet the needs imposed by the scale of the emergency. An Incident Commander (IC) may implement the Site Plan for a site-specific event. The Superintendent will activate the College Emergency Operations Center, when necessary, typically for larger, multi-site events. Delegation utilizing the Incident Command System (ICS) is from the top down and modular in nature so that only needed positions are filled. Ideally, no position directly supervises more than five subordinates.

When making assignments using this system it may be decided, due to the size of the site, that additional teams are needed, such as Search and Rescue. Additional teams can be assigned to cover this function. If, during a major disaster or crisis, all work for a particular function has been completed, those employees can be reassigned to different functions.

ICS can be used during any emergency at a school and is particularly useful for any kind of incident involving multiple school sites or outside agency involvement because of the standardized organization and terminology. ICS provides clear authority, direction, control, coordination and communication during and following any emergency.

Scope

The Kern Community College District (KCCD) Emergency Operations Plan (EOP) provides a framework for coordinated emergency management and response activities across all District locations, including Bakersfield College, Cerro Coso Community College, Porterville College, and their respective satellite centers.

This plan applies to all District employees, students, contractors, and visitors who may be affected by an emergency or disaster occurring on or near any District-operated facility. It establishes the structure and processes by which KCCD will prepare for, respond to, recover from, and mitigate the impacts of natural, technological, or human-caused emergencies that could disrupt normal operations or threaten life, property, or the environment.

General Characteristics

Location

Kern Community College District (KCCD) serves communities over 24,800 square miles in parts of Kern, Tulare, Inyo, Mono, and San Bernardino counties through the programs of Bakersfield College, Cerro Coso College and Porterville College. Governed by a locally elected Board of Trustees, the district's colleges offer programs and services that develop student potential and create opportunities for our citizens.

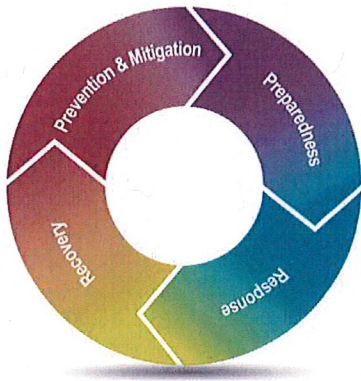
KCCD is geographically one of the largest community college districts in the United States, serving more than 30,000 students. Our students represent a diversity of religions, economic backgrounds, sexual orientations, abilities, and ethnicities.

While the Kern Community College District was established as a separate entity in 1968 to respond to the changing needs of our communities, educational services have been provided to residents for many years: at Bakersfield College since 1913; at Porterville College since 1927; and in the Ridgecrest area since 1951 by what is now Cerro Coso College. All three colleges are proud members of the California Community College System and are accredited by the Accrediting Commission for Community and Junior Colleges (Western Association of Schools and Colleges).

The scope of this plan includes: SEMS and NIMS, Emergency Management Phases, and the HTAS.

Emergency Management Phases

The phases of an emergency or disaster situation are commonly placed into the following categories:



Preparedness

Includes plans or preparations made to save lives and to help response and rescue operations. Preparedness activities take place before an emergency occurs.

Response

Includes actions taken to save lives and prevent further property damage in an emergency situation. Response is putting our preparedness plans into action. Response activities take place during an emergency.

Recovery

Includes actions taken to return to a normal or an even safer situation following an emergency. Recovery

activities take place after an emergency.

Prevention/Mitigation

Includes any activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation activities take place before and after emergencies

The majority of Preparedness, Prevention, and Mitigation activities generally occur before an incident, although these three mission areas do have ongoing activities that can occur throughout an incident. Response activities occur during an incident, and Recovery activities can begin during an incident and occur after an incident. To help avoid confusion over terms and allow for ease of reference, this guide uses “before,” “during,” and “after.” Collaboration between the Community College and community partners ensures the coordination of efforts and the integration of emergency management plans.

Situation Overview and Hazard Analysis

Our Community College District recognizes that it may respond to critical incidents or emergencies that occur within our jurisdiction. We are responsible for having an Emergency Operations Plan that addresses those risks which may occur and are within the scope of the District's ability to respond.

In order to provide a framework for our District's response to potential risks, we have conducted a Hazard/Threat Assessment (HTAS) and included the HTAS report at the beginning of the Hazard/Threat Annex. We have provided our plans for each identified and prioritized risk in our Hazard/Threat Annex. Our District relies upon the emergency responders in our community for services and support if the District is unable to address them internally.

Our District utilizes the California Standardized Emergency Management System (SEMS), which fully complies, and in some cases exceeds the requirements of the National Incident Management System. SEMS is required by law in the State of California and utilizes a management tool called the Incident Command System (ICS) for managing emergencies and critical incidents that occur in California. More information on these items can be found in the Training and Exercises portion of the Basic Plan.

Facilities

This plan is intended to account for incidents and emergencies occurring on the KCCD District Office campus:

KCCD District Office

2100 Chester Avenue. Bakersfield, CA

District Office

General Population

Current occupancy is approximately 192 staff. General Population

Enrollment is approximately 319 students. These students are supported by a committed staff and faculty consisting of:

Count	Occupation
73	Administrators
0	Cafeteria staff
3	Campus Police and Security
69	Faculty and Specialists
1	Maintenance and Custodial Staff
0	Medical Staff
27	Office/support staff

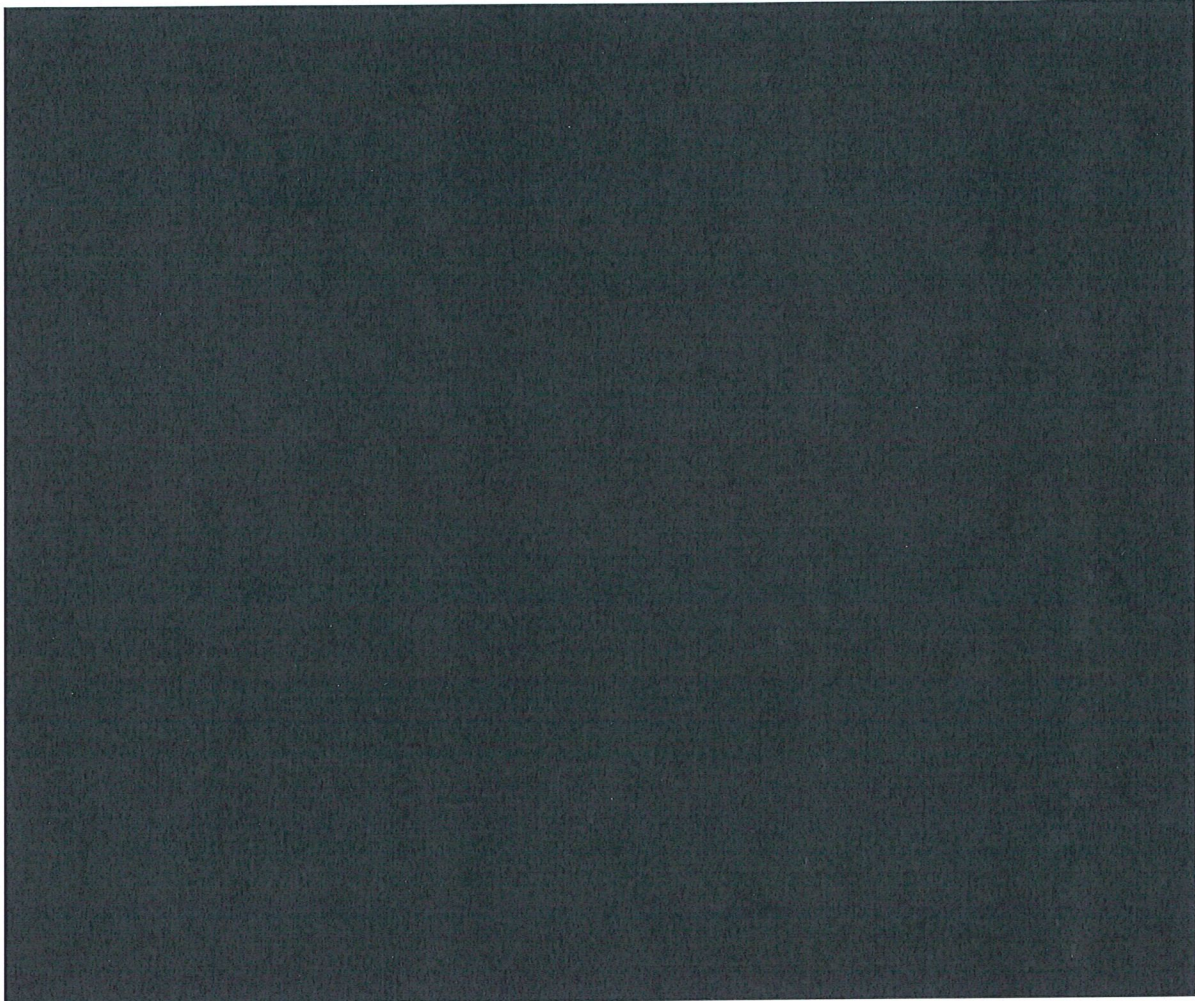
Building Information

The site is located at 2100 Chester Avenue, in the County of Kern, in the City of Bakersfield. The site contains all administrative offices that are not located on school sites and is comprised of 1 permanent building.

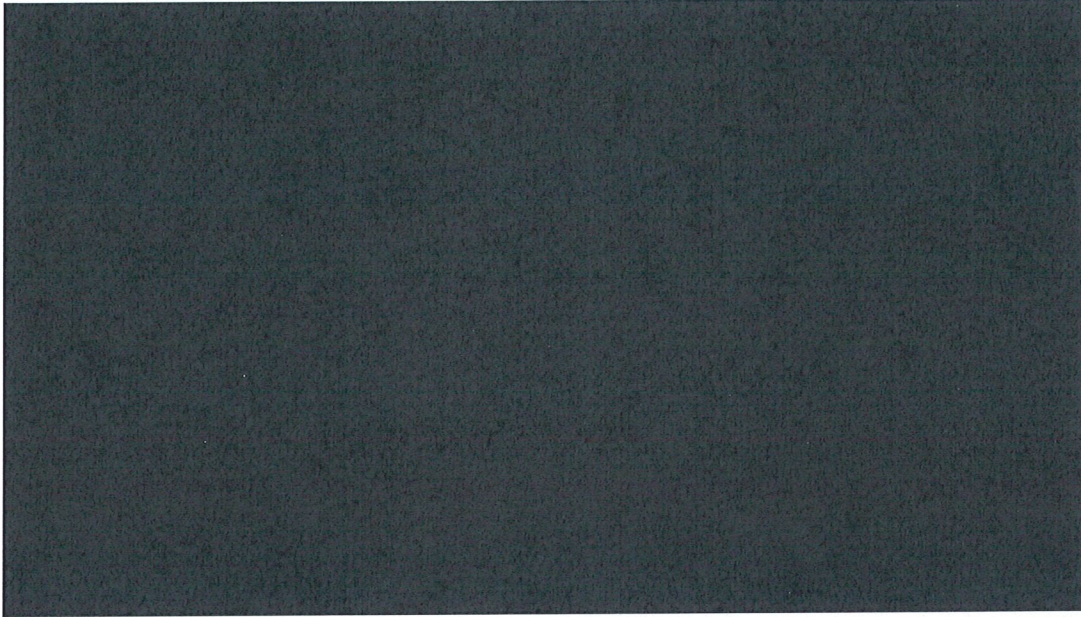
General Information

Maps of the buildings annotated with evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, first aid kits, hazardous materials storage, and utility shutoffs are maintained under separate cover. Incident Commanders will distribute instructions and locations for shutting off utilities in case of an emergency.

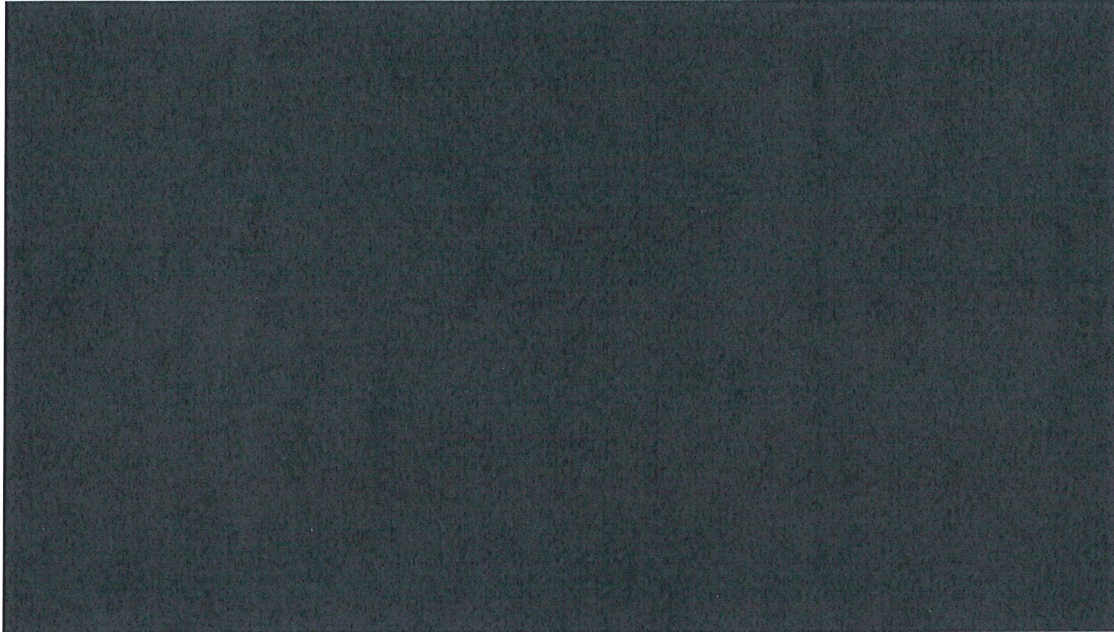
District Office – Area Map



District Office 1st Floor - Site Map



District Office 2nd Floor - Site Map



Planning Assumptions

Effective prediction and warning systems have been established that make it possible to anticipate certain disaster situations that may occur throughout the College or the general area beyond the College's boundaries.

It is assumed that any of the disaster contingencies could individually, or in combination, cause a grave emergency situation within the College. It is also assumed that these contingencies will vary in scope and intensity, from an area in which the devastation is isolated and limited, to one that is wide-ranging and extremely devastated. For this reason, planning efforts are made as general as possible so that great latitude is available in their application, considering they could occur in several locations simultaneously.

Initial actions to mitigate the effects of emergency situations or potential disaster conditions will be conducted as soon as possible by the College.

Assistance to the College by response organizations from local area cities within Kern County are expected to supplement the efforts of the College in an efficient, effective, and coordinated response when College officials determine their own resources to be insufficient.

The Bakersfield, Wasco, Arvin, Shafter, Delano police departments, Kern County Sheriff Office, California Office of Emergency Services, Mutual Aid Region VI will supplement, not substitute for, relief provided by local jurisdictions.

It is the responsibility of officials under this plan to save lives, protect property, relieve human suffering, sustain survivors, repair essential facilities, restore services, and protect the environment.

Concept of Operations

The President of the Bakersfield College has the authority to activate this plan, or in the absence of the President, another College manager who has been pre-designated in the Approval and Implementation section, has the authority to activate this plan. The nature of some responses taken by the College may be limited, based upon the scope of the incident. This is because the agencies responsible for resolving the most serious incidents are police, fire, emergency medical, emergency management, and utilities personnel. The College's primary responsibility is to protect students and staff.

This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required for those routine functions will be redirected to accomplish assigned incident management tasks.

In view of the College's susceptibility and vulnerability to natural, technological, and national security emergencies; continuing emphasis is placed on:

- Emergency planning
- Protecting life (highest priority), property, and the environment
- Training of all personnel on their emergency response duties
- College-wide emergency response awareness and education
- Meeting the immediate emergency needs of students, faculty, staff, and guests; which include rescue, medical care, food, and shelter
- Ensuring the adequacy and availability of sufficient resources to cope with such emergencies
- Mitigating hazards that pose a threat to life, property, and the environment

Concepts presented consider the full spectrum of emergency responses to a hazardous condition. Some emergencies, preceded by a buildup period, may provide advance warning, while other emergencies occur with little or no advance warning. In either event, all available elements of the College's emergency management organization must respond promptly and effectively to minimize the damages caused to life, property, and operations.

Organization and Assignment of Responsibilities

This section establishes the operational organization that will be relied upon to manage the incident and includes:

- A list of the kinds of tasks to be performed by function
- An overview of who does what in the Incident Command System (ICS)

The College may not be able to manage all the aspects associated with an incident without assistance. The College relies on other key personnel to perform tasks that will ensure the safety of students and staff during a crisis or critical incident. The Incident Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team while a crisis or critical incident is unfolding. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs.

Local staff may be required to remain on site to assist in an incident. If the Emergency Operations Plan is activated, staff will be assigned to serve within the Incident Command System based on their expertise and training and the needs of the incident.

Disaster Service Workers

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 supervisor, 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 (Cal OES). The College, however, pays their overtime pay. These circumstances apply only when a local or State emergency has been proclaimed or declared.

Roles And Responsibilities

Roles and responsibilities exist at three levels – the “**College Executive Group**” which consists of the President and Vice Presidents, KCCD Chancellor and Board of Trustees. The second is the Bakersfield College Incident Command and is typically staffed with upper and middle management. The third is the “**Campus Site**” level which would include all the operations and facilities of each College site.

*For a visual representation of these roles and responsibilities refer to “Figure 1. Incident Management Team Overview” located in the **Direction, Control, and Coordination** section of the Basic Plan.*

I – Senior Executive

When an Incident affects more than one site, or the site’s ability to respond appropriately, the President may decide to activate the College Emergency Operations Center (EOC). The President’s decision includes the response level and activations necessary to appropriately staff the College Emergency Operation Center (EOC) in response to the Incident. The President may delegate or reassign responsibilities to others to remain free to operate at a Cabinet or Policy/Coordination Group level and maintain communication with the Board of Trustees, KCCD other agencies, and/or the public.

Overarching Priorities

- Life Safety: Ensure the safety and security of College students, staff, volunteers, and visitors, including first responders, support personnel, and the general population
- Unity of Effort: Coordinate and prioritize activities across all organizations involved in the response, to achieve common objectives
- Incident Stabilization: Establish leadership to stabilize the incident and reduce future impacts
- Protect Property and Environment: Protect infrastructure assets, systems, and networks, whether physical or virtual
- Recovery: Reestablish educational services and help the community return to a new normal

Essential Responsibilities

- Ensure the continuity of government
- Activate specific legal authorities (disaster declarations, evacuations, states of emergency, and other protective actions)
- Coordinate with the PIO/Joint Information Center (JIC) to keep the media and public informed

- Request assistance through the DEOC director
- Resolve any resource allocation conflicts
- Coordinate with other elected officials and senior executives, including local, county, state and Federal offices, legislative delegations, and other dignitaries, to implement protective actions and ensure constituents' safety and welfare
- Request and authorize release and approval of funding
- Initiate Continuity of Operations (COOP) plan or Continuity of Government (COG) plan as required
- Coordinate with all Incident Commanders (ICs) if multiple on-scene events occur.

Cabinet Members

- Take direction from Superintendent and act as a liaison between administration and staff

II – College Emergency Operations Center (DEOC)

- Gathers and analyzes incident information
- Provides situational assessments during an incident
- Receives questions and concerns

DEOC Director

The DEOC Director, under the direction of the President shall have the primary responsibility for supporting and maintaining all communication and coordination for the College in an emergency or disaster.

- Coordinates the College Crisis Response Team
- Establishes an office communications center and assigns office personnel to duties in the emergency headquarters, or at specific facilities
- Maintains communication and provides direction to individual campuses and appropriate office staff
- Ensures a prearranged communication system is in place between the College office and the affected sites in the event the regular telephone system is disrupted by the conditions of the disaster or emergency

Public Information Officer (PIO)

Acts as the designated spokesperson for all disaster/emergency-related information in coordination with the DEOC Director and the President. Additional coordination may be necessary with incident commanders and City/County Offices of Emergency Services. The press should be handled by the PIO exclusively and permitted to approach staff and students only after it has been determined this contact will not cause any adverse effects.

The duties of the PIO may include preparation of press releases, communication with parents and with all outside agencies, establishment of on-site rumor control/information post, and other related duties:

- Determine, according to direction from the IC, any limits on information release
- Develop accurate, accessible, and timely information for use in press/media briefings
- Obtain DEOC Director's approval of news releases
- Conduct periodic media briefings
- Arrange for tours and other interviews or briefings that may be required
- Monitor and forward media information that may be useful to incident planning
- Maintain current information, summaries, and/or displays on the incident
- Make information about the incident available to incident personnel
- Participate in planning meetings

This section establishes the operational organization that will be relied on to manage the incident and includes:

- A list of the kinds of tasks to be performed by position and organization
- An overview of who does what

Maintenance Staff

The maintenance staff will procure, distribute, and account for supplies, equipment, and other resources as needed. Maintenance personnel will be sent to College sites as needed, in order of highest to lowest priority. Assistance will be provided to the custodial staff at College sites as necessary, ensuring all gas, water, and electricity are shut off or provided under safe conditions.

- Maintain tool inventory for emergency use
- Check utility systems and appliances for damage
- Shut off the main power and/or gas, if necessary
- Fire control (Extinguish small fires before they get out of control)
- Coordinate entrance and exits of emergency personnel and vehicles
- Seal off and indicate areas where hazardous materials have been spilled
- Other

Secretary/Clerical

- Assist President as directed
- Establish and coordinate Communication Center

College Office Personnel

President will assign staff (usually the College secretary and an assistant) to coordinate and operate the Communication Center.

- Materials/Equipment

- Emergency Operations Plan
- Student rosters
- Emergency cards
- Office equipment such as tables, chairs, phones, battery-operated radio, two-way radio, bullhorn, copy machine, general office supplies

Other College Personnel

Perform duties as directed by their supervisors. In the event any College site personnel are in transit within the College when an emergency occurs (e.g., an earthquake), they are to report to the nearest College site as soon as it is safe to do so and report their location to their supervisors. (California Government Code, Ch.8, IV, Title 1)

III – Campus Site

The on-site administrator typically assumes the role of Incident Commander (IC) in SEMS/NIMS, manages incidents at the site level based upon this Plan and relevant Incident Action Plans. The Incident Commander (IC) establishes a Command Post (CP) at the site and remains at the Command Post (CP) to direct and coordinate activities on behalf of the Site. The Incident Commander (IC) liaises with appropriate emergency and disaster service agencies responding to the Incident.

Incident Commander(s)

The role of an Incident Commander may only be transferred or discontinued under the authority of this plan when the incident has been deemed stabilized or inactive by the President or his designee. The Incident Commander may delegate that authority to a qualified individual following a transfer of command responsibility.

The Incident Commander's responsibilities include:

- Assume overall direction of all incident management procedures based on actions and procedures outlined in this EOP
- Take steps deemed necessary to ensure the safety of students, staff, and other individuals
- Determine whether to implement incident management protocols (e.g., Evacuation, Reverse Evacuation, Shelter in Place, Lockdown, etc.), as described more fully in the functional annexes in this document
- Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster
- Work with emergency services personnel (depending on the incident, community agencies such as law enforcement or fire department may have jurisdiction for investigations, rescue procedures, etc.)
- Keep the President or his/her designee and other officials informed of the situation

- Prepare the Incident Action Plan (IAP)
 - Can work alone in establishing the incident management objectives or can include the input of the command staff
 - IAP reflects overall priorities and supporting activities for a designated period, for each incident

Faculty

Faculty shall be responsible for the supervision of students and shall remain with students unless directed otherwise. Responsibilities include:

- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols
- Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders; according to established incident management procedures
- Give appropriate action command during an incident
- Report missing students to the Incident Commander or designee
- Execute assignments as directed by the Incident Commander or ICS supervisor
- Obtain first aid services for injured students from the school nurse or person trained in first aid; arrange for first aid for those unable to be moved
- Render first aid if necessary

Counselors

Counselors aid with the overall direction of the incident management procedures at the site. Responsibilities may include:

- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols
- Direct students according to established incident management protocols
- Render first aid if necessary
- Assist in the transfer of students, staff, and other individuals when their safety is threatened by a disaster
- Execute assignments as directed by the Incident Commander or ICS supervisor

Campus Secretary

Acts as medical/health coordinator allocate medical care and supplies as needed, maintain casualty reports, and in the case, of a major disaster, works in coordination with the Public Health Services.

- Administers first aid/CPR as necessary to students and staff
- Distributes first aid supplies as necessary
- Works with emergency medical personnel

- Organize first aid and medical supplies

Custodians/Maintenance Personnel

Responsibilities include:

- Survey and report building damage to the Incident Commander or Operations Section Chief
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines
- Provide damage control as needed
- Assist in the conservation, use, and disbursement of supplies and equipment
- Keep Incident Commander or designee informed of the condition of the site

Office Staff

Responsibilities include:

- Answer phones and assist in receiving and providing consistent information to callers
- Provide for the safety of essential school records and documents
- Execute assignments as directed by the Incident Commander or ICS Supervisor
- Aid the Incident Commander
- Monitor radio emergency broadcasts
- Assist with health incidents as needed, acting as messengers, etc.

Direction, Control, and Coordination

The College uses the Incident Command System as identified in the Authorities and References section of this plan.

In the event of a major disaster, there is no guarantee emergency medical or fire personnel will be able to immediately respond to campuses. Therefore, the campus staff must be prepared to ensure the care and safety of students during the first several hours after a major disaster without outside assistance. It is critical to determine who does what, where, and how before such a disaster occurs.

Incident Command System (ICS)

To provide for the effective direction, control, and coordination of an incident, either single site or multi-incidents, the College's EOP will be activated including the implementation of the Incident Command System (ICS).

The Incident Commander is delegated the authority to direct tactical on-scene operations until a coordinated incident management framework can be established with local authorities. The Policy Group is responsible for providing the Incident Commander with strategic guidance, information analysis, and needed resources.

Figure 1. Incident Management Team Overview

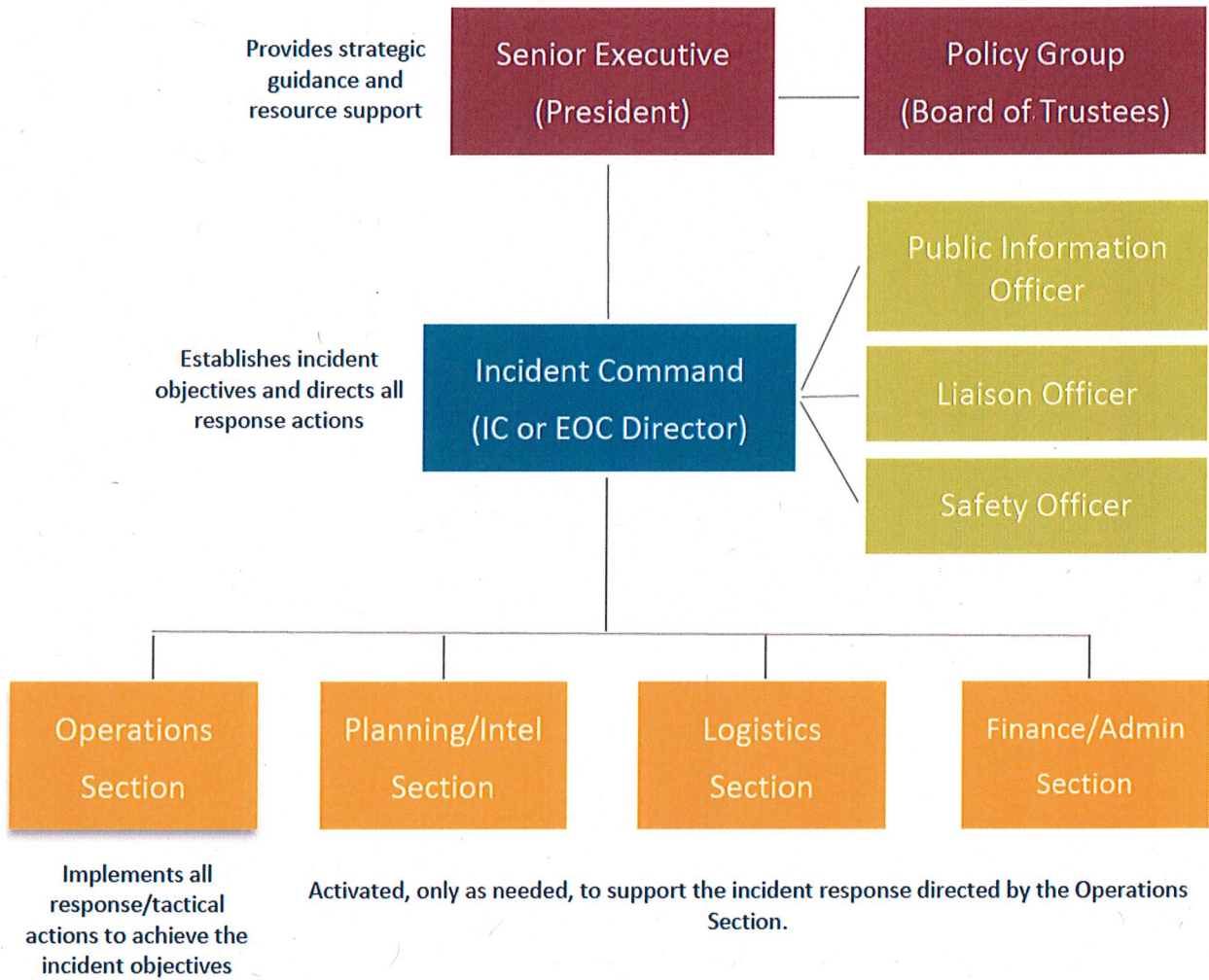
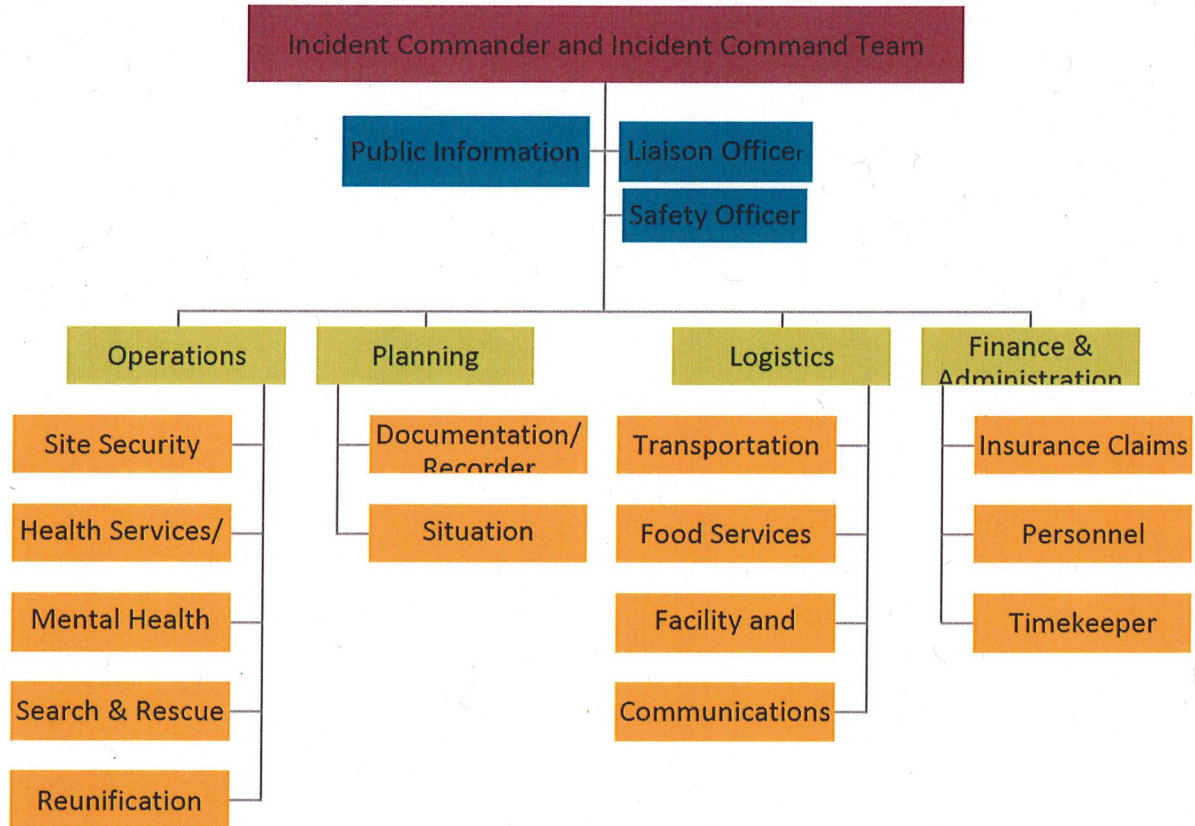


Figure 2. Incident Management Team Detail



ICS Functional Areas

The ICS is organized into the following functional areas:

Command Staff:

Directs the incident management activities using strategic guidance provided by the Policy Group.

Campus-related responsibilities and duties include, but not limited to:

- Establish and manage the Command Post, establish the incident organization, and determine strategies to implement protocols and adapt as needed
- Monitor incident safety conditions and develop measures for ensuring the safety of building occupants (including students, staff, volunteers, and responders)
- Coordinate media relations and information dissemination with the principal
- Develop working knowledge of local/regional agencies, serve as the primary on-scene contact for outside agencies assigned to an incident, and assist in accessing services when the need arises
- Document all activities

Operations Section:

Directs all tactical operations of an incident, including implementation of response/recovery activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students to parents.

Specific responsibilities include, but not limited to:

- Analyze campus staffing to develop a Reunification Plan, and implement an incident action plan
- Monitor site utilities (i.e., electric, gas, water, heat/ventilation/air conditioning) and shut off only if danger exists or directed by Incident Commander, and assist in securing facility
- Establish medical triage with staff trained in first aid and CPR, provide and oversee care given to injured persons, distribute supplies, and request additional supplies from the Logistics Section
- Provide and access psychological first aid services for those in need, and access local/regional providers for ongoing crisis counseling for students, staff, and parents
- Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure, and request needed supplies from the Logistics Section
- Document all activities

Planning Section:

Collects, evaluates, and disseminates information needed to measure the size; scope, and seriousness of an incident and to plan appropriate incident management activities.

Responsibilities may include, but not limited to:

- Assist Incident Commander in the collection and evaluation of information about an incident as it develops (including site map and area map of related events), assist with ongoing planning efforts, and maintain incident time log
- Document all activities

Logistics Section:

Supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and services required for incident resolution; coordinating personnel; assembling and deploying volunteer teams; and facilitating communication among incident responders. This function may involve a major role in an extended incident.

Responsibilities include, but may not be limited to:

- Establish and oversee communications center and activities during an incident (two-way radio, battery-powered radio, written updates, etc.), and develop telephone tree for after-hours communication
- Establish and maintain school and classroom preparedness kits, coordinate access to and distribution of supplies during an incident, and monitor inventory of supplies and equipment
- Document all activities

Finance/Administration Section:

Oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement, and recovering campus records following an incident.

Responsibilities include, but may not be limited to:

- Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph or videotape damage to property
- Develop a system to monitor and track expenses and financial losses, and secure all records

This section may not be established onsite at the incident. Rather, the campus site and Community College management offices may assume responsibility for these functions.

Working with Policy Group

In complex incidents, a Policy Group will be convened at the College emergency operations center.

The role of the Policy Group is to:

- Support the President or designee in policy level decision making
- Provide policy and strategic guidance
- Help ensure that adequate resources are available
- Identify and resolve issues common to all organizations
- Keep elected officials and other executives informed of the situation and decisions
- Provide information, both internally and externally through the Joint Information Center

Each College President/Vice President and Incident Commander will keep the President and the Policy/Coordination Group informed.

Coordination with First Responders

An important component of the College EOP is a set of interagency agreements with various county agencies to aid timely communication. These agreements help coordinate services between the agencies and the College.

Various agencies and services include county governmental agencies such as mental health, law enforcement, and fire departments. The agreements specify the type of communication and services provided by one agency to another. The agreements also make College personnel available beyond the campus setting in an incident or traumatic event taking place in the community.

If a campus incident is within the authority of the first-responder community, command will be transferred upon the arrival of qualified first responders. A transfer of command briefing shall occur. The campus Incident Commander may be integrated into the Incident Command structure or assume a role within a Unified Command structure.

Information Collection, Analysis, and Dissemination

It is very important to have access to information before, during, and following a major emergency or incident. The following information Emergency/First Responder Agencies have been identified by the College as relevant to the Emergency Operations Plan:

Local Law Enforcement Agencies

- Bakersfield Police Department
 - 661-327-7111
 - <https://www.bakersfieldcity.us/257/Police>
- California Highway Patrol – Central Division
 - (559) 603-7740
 - <https://www.chp.ca.gov/>
- Kern County Sheriff's Office
 - 661-391-7500
 - <https://www.kernsheriff.org>

Fire Conditions

- California Department of Forestry and Fire Protection
 - [831-637-4475](tel:831-637-4475)
 - <http://www.fire.ca.gov/> (select resources)
- Bakersfield Fire Department
 - 661-326-3911
- Kern County Fire Department/
 - Dispatch: 661-324-6551

Road Conditions

- California Department of Transportation (Caltrans)
 - 916-654-2852
 - <https://www.dot.ca.gov/>

Seismic Conditions

- United States Geological Survey (USGS)
 - 888-275-8747
 - <https://earthquake.usgs.gov/>

Weather Conditions

- National Weather Service (NWS)
 - Get the app for your smartphone, or
 - Visit our area NWS website [http://www.weather.gov/\(sto/\)](http://www.weather.gov/(sto/)) , or
 - Radio

This information may be obtained by a central source and distributed via intranet or other methods, such as phone or email. Should there be a loss of electrical power to the College the back-up method will be the use of portable, self-generating or solar powered devices to obtain the necessary information.

Training and Exercises

The College understands the importance of training, drills, and exercises in planning for and managing an incident. To ensure that College personnel and community first responders are aware of their duties and responsibilities under the Emergency Operations Plan and incorporate best practices, the following training, drill, and exercise actions will occur.

See College Emergency Drill Schedule for current academic year. Records are maintained at each site.

Student Safety – Training, Drills, and Exercises

The College understands the importance of training, drills, and exercises in planning for and managing an incident. To ensure that College personnel and community first responders are aware of their duties and responsibilities under the Emergency Operations Plan and incorporate best practices, the following training, drill, and exercise actions will occur.

See College Emergency Drill Schedule for the current academic year. Records are maintained at the Bakersfield College.

Administration, Finance, And Logistics

Agreements and Contracts

If College resources prove to be inadequate during an incident, the College will request assistance from local emergency services, other agencies, and industry in accordance with existing mutual aid agreements and contracts. Such assistance includes equipment, supplies, and/or personnel. All agreements are entered into by authorized College officials and are in writing. Agreements and contracts identify the College officials authorized to request assistance pursuant to those documents. All pre-negotiated agreements and contracts are included in the College Business Office.

During emergency situations, the College will utilize its CalCard, issued through U.S. Bank, to facilitate the rapid procurement of essential supplies, equipment, and services. This purchasing method enables authorized staff to respond quickly to urgent operational needs, maintain continuity of critical functions, and ensure that necessary resources are obtained without delay. All CalCard transactions conducted during an emergency will follow established purchasing guidelines and documentation requirements to ensure accountability and proper financial oversight.

Recordkeeping

- Administrative Controls
The College is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be done in accordance with the established local and state fiscal policies and standard cost accounting procedures.
- Activity Logs
The ICS Section Chiefs will maintain accurate logs recording key incident management activities, including:
 - Activation or deactivation of incident facilities
 - Significant changes in the incident situation
 - Major commitments of resources or requests for additional resources from external sources
 - Issuance of protective action recommendations to the staff and students
 - Evacuations
 - Casualties
 - Containment or termination of the incident

Incident Costs

- **Annual Incident Management Costs of the College Emergency Operations Plan**

The ICS Finance and Administration Section is responsible for maintaining records summarizing the use of personnel, equipment, and supplies to obtain an estimate of annual incident response costs that can be used in preparing future school budgets.

- **Incident Costs**

The ICS Finance and Administration Section Chief will maintain detailed records of costs for incident management and operations to include:

- Personnel costs, especially overtime costs
- Equipment operations costs
- Costs for leased or rented equipment
- Costs for contract services to support incident management operations
- Costs of specialized supplies expended for incident management operations.

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the State and/or Federal government.

Preservation of Records

In order to continue normal operations following an incident, vital records must be protected. These include legal documents and student files, as well as property and tax records. The principle causes of damage to records are fire and water; therefore, essential records should be protected accordingly.

Plan Development and Maintenance

Before a crisis occurs, proactive planning is essential. The Emergency Operations Plan is a living document that guides our planning. Therefore, please note the following suggestions:

- Maintain a current copy of the campus map with an evacuation plan, and identify the location of fire extinguishers, utility shut offs, first aid supplies, and fire alarm switches.

Review all emergency procedures with school site employees.

After-action debriefs should be conducted:

- During training and exercise of the plan
- When incidents occur

This debrief should include what worked and what needs to be improved in the plan. We will utilize this information to update the EOP as needed.

Authorities and References

Authorities

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, Public Law 93-288, as amended
- Homeland Security Presidential Policy Directive #5, February 28, 2003
- Homeland Security Presidential Policy Directive #8, March 30, 2011

State

- California Government Code, 8550 - 8668, California Emergency Services Act,
- California Government Code, 3100 – Disaster Service Workers
- California Code of Regulations, Title 19– Standardized Emergency Management System Regulations
- Education Code 39140-39159, The California Field Act of 1933
- Education Code 32280-32289, Emergency Operations Plans
- Education Code 35295 – 35297, The Katz Bill
- Executive Order S-2-05, National Incident Management System Integration into the State of California

References

Federal

- FEMA, "CPG 101: Developing and Maintaining Emergency Operations Plans", November 2010
- U.S. Department of Education, "Guide for Developing High-Quality School Emergency Operations Plans", 2013.
- U.S. Department of Homeland Security, "National Response Framework", 2008

State

- OES: "SEMS Guidelines", 2009
- OES, "California Implementation Guidelines for the National Incident Management System", April 2006

Emergency management officials and emergency responders engaging with schools are familiar with this terminology. These mission areas generally align with the three timeframes associated with an incident: before, during, and after.

Functional Annex

Communications

Purpose

The Communications Annex ensures the availability and coordinated use of our communications systems for the dissemination of disaster information, for the exchange of information between decision-makers, and for the coordination of communications with local response agencies.

Scope

When activated, the Communications annex coordinates and supports emergency response/recovery telecommunications requirements. This includes the interface between our College and other agencies and outside organizations, such as local, state, and federal government, private nonprofit organizations, and business/industry. Immediately report communications degradation, interruption, or failure by alternate means (e.g. cell phone) to the Public Information Officer and/or the College's Emergency Operations Center (EOC) if activated.

Staff will receive initial notifications as soon as an incident occurs, followed by regular updates as the situation develops and management plans evolve. The goal is to ensure college-wide updates are received timely and accurate information through multiple redundant channels to guarantee visibility during a crisis.

Bakersfield College may use any of the channels below to ensure information is disseminated quickly:

1. RAVE Mass Notification System: The primary tool for emergency alerts, primarily used to send text messages to faculty, staff, and students.
2. External speaker
3. Telephone: both audio and text message
4. Email communications
5. Social Media updates (if available)

Activation

The senior executive (or designee) determines whether to activate this annex based upon information from initial staff reports and local authorities. The local emergency communications plan will include:

- Channel designations
- Contingency communications procedures
- Training in back-up communications equipment

Responsibilities include, but may not be limited to:

- Develop a local communications plan
- Establish and maintain liaison with local response agencies, state agencies, commercial communications companies, and amateur radio organizations
- Support communications equipment (radio, computer, fax, etc.) as needed
- Provide communications capability
- Maintain equipment inventory
- Designate a centrally located area (usually main office) easily identified by staff, media, and the public
- Predetermine an alternate location in case the primary location is inaccessible
- Establish communication with staff
- Maintain telephone and radio communication with emergency services
- Post rumor control and information on the internet and in an area accessible to our students and the community
- Record emergency related incidents
- Maintain communication with staff by whatever means available (SMS text messaging, mass communication system, two-way radio, e-mail, written notices)

Activation- Concept of Operations

- The senior executive (or designee) determines whether to activate this annex based upon information from initial staff reports and local authorities. When activated, the Communications annex coordinates and supports emergency response/recovery telecommunications requirements
- Immediately report communications degradation, interruption, or failure by alternate means (e.g. cell phone) to our College's Emergency Operations Center (EOC) if activated or the Communications Officer
- The local emergency communications plan will include channel designations, contingency communications procedures, and training in back-up communications equipment.

Communication with the College Administrative Office

- All members of incident command will have a handheld radio assigned to them to address any on-campus emergency. In addition, other group messaging (e.g. What's App, GroupMe, or Teams) may be used as a communication tool.

Continuity of Operations (COOP)

General

Continuity of Operations planning is a program that ensures continued performance of essential functions across a full range of potential emergencies, be they natural or man-made, when a significant interruption of operations occurs following a severe disaster or tragedy.

A COOP provides guidance and establishes responsibilities and procedures to ensure that essential functions are maintained. COOP is not the same as an Emergency Operations Plan or a Recovery Plan, but rather supplements it, in the event normal facility or human resources are not available.

A COOP provides a continuity infrastructure that through careful planning ensures:

- Emergency delegation of authority and an orderly line of succession, as necessary.
- Safekeeping of essential personnel, resources, facilities, and vital records.
- Emergency acquisition of resources necessary for business resumption.
- The capability to perform critical functions remotely until resumption of normal operations.

A College's COOP plan should allow for its implementation anytime, with or without warning, during normal and after-hours operations; providing full operational capability for essential functions no later than 12 hours after activation; and sustain essential functions for up to 30 days.

The purpose of these Continuity of Operations (COOP) procedures is to ensure that there are procedures in place to maintain or rapidly resume essential operations within the College after an incident that results in disruption of normal activities or services to the College. Failure to maintain these critical services would significantly affect the operations and/or service mission of the College in an adverse way.

Scope

It is the responsibility of the College's officials to protect students and staff from incidents and restore critical operations as soon as it is safe to do so. This responsibility involves identifying and mitigating hazards, preparing for and responding to incidents, and managing the recovery process.

The COOP procedures outline actions needed to maintain and/or rapidly resume essential operations, business, and physical services, when interrupted for an extended period of time following an incident.

Responsibilities

Designated College Staff, in conjunction with the affected administrator(s) and staff, will perform the essential functions as follows:

Senior Executive/Site Administrator

- Determine when to close College, and/or send students/staff to alternate locations
- Disseminate information internally to students and staff

- Communicate with family, media, and the larger community
- Identify a line of succession, including who is responsible for restoring which business functions for the College
- Ensure systems are in place for rapid contract execution after an incident
- Identify relocation areas for site and administrative operations
- Create a system for registering students (off site or into alternative locations)
- Brief and train staff regarding their additional responsibilities
- Secure and provide needed personnel, equipment and supplies, facilities, resources, and services required for continued operations
- Identify strategies to continue operations (e.g., using the Internet, providing alternatives to operational contingencies)
- Work with local and state government officials to determine when it is safe for students and staff to return to the College's buildings and grounds
- Manage the restoration of the College's buildings and grounds (e.g. debris removal, repairing, repainting, and/or landscaping)
- Collaborate with private and public-sector service providers and contractors

Administrative Services, College Staff

- Maintain inventory
- Maintain essential records (and copies of records) including the College's insurance policy
- Ensure redundancy of records is kept at a different physical location.
- Secure College's equipment and materials in advance.
- Restore administrative and recordkeeping functions such as payroll, accounting, and personnel records.
- Retrieve, collect, and maintain personnel data
- Provide accounts payable and cash management services

Administrative Support Staff

- Establish necessary support services for students and staff
- Implement additional response and recovery activities according to established protocols
- Collaborate with public and private providers

Food Services Worker

- Determine how food services will resume
- Support staff and volunteers as much as possible

Transportation

- Provide emergency transportation services as needed
- Assess and implement alternative transportation services that may be necessitated

Evacuation

General

Evacuation is one means of protecting the staff, students and visitors from the effects of a hazard through the orderly movement of person(s) away from the hazard. The type and magnitude of the emergency will dictate the scale of an evacuation (i.e., evacuation area).

Concept of Operations

Evacuation orders are generally given by the following:

- Campus Police
- Local Police
- Environmental Health & Safety
- Administrator, director, or building supervisor
- Fire Department with jurisdiction
- Any person identifying a hazard and by activating the fire alarm system via a fire alarm pull station

Evacuation Procedures

- In case of fire or when a fire alarm sounds, evacuate the building in a safe, orderly fashion.
- In case of an earthquake, do not evacuate the building until the shaking stops.
- In case of an explosion, evacuate the building only if the explosion threatens the safety of students, faculty, or staff.
- In case of a bomb threat, do not evacuate the building unless a suspicious object is observed. Wait for instructions from Campus Police or other campus officials.
- Evacuate the building immediately upon order by Campus Police or other campus officials.
- Any faculty or staff member may order the evacuation of an area or building when imminent danger to students, faculty, or staff occurs.
- Evacuate the building to a predetermined assembly area.

On-Site Evacuation

- The Incident Commander or designee activates.
- All staff follow the Evacuation Procedures identified above.
- Once assembled, building occupants remain in their designated assembly or safe dispersal area until further instructions are given.
- Reentry is only authorized after it is determined that conditions and buildings are deemed safe by appropriate incident management staff.

Off-Site Evacuation

If it is determined that the buildings and area are not safe for occupation and that the On-Site Evacuation locations are also at risk, the appropriate incident management staff will initiate an Off-Site Evacuation.

- The Incident Commander or designee determines safest method for evacuating the site. This may include use of buses or simply walking to designated off-site location.
- Staff members secure the student roster when leaving the building and take attendance once group is assembled in pre-designated safe location.
- Once assembled off-site, staff members and students stay in place until further instructions are given.
- In the event clearance is received from appropriate agencies, Incident Commander may authorize students and staff to return to buildings.

Evacuating Individuals with Disabilities

Procedures and actions regarding the people with disabilities population should cover the evacuation, transportation and medical needs of students who will require extreme special handling in an emergency. In most cases, additional safeguards must be established regarding roles, responsibilities and procedures for students with physical, sensory, emotional and health disabilities.

The following are steps that cover the evacuation procedure of student(s) with disabilities:

- Review all paths of travel and potential obstacles
- Know the facility, grounds, paths, exits and potential obstacles
- Determine the primary and secondary paths of exit to be used during emergencies
- Individuals with mobility impairments will need a smooth, solid, level walking surface, an exit that avoids barriers such as stairs, narrow doors and elevators and guardrails that protect open sides of the path
- Compile and distribute evacuation route information to be used during emergency operations
- Include alternative evacuation route information, should the primary route be inaccessible due to damage or danger
- Install appropriate signage and visual alarms
- Place evacuation information indicating primary and secondary exits in all offices, rooms, multipurpose rooms, hallways/corridors, lobbies, bathrooms and cafeterias. For passages and doorways that might be mistaken for an exit, place visible signs that proclaim, "NOT AN EXIT"
- Place emergency notification devices appropriate for each student
- Post signage with the name and location of each area so that the students will know exactly where they are, in order to comply with ADA (American's with Disabilities Act) Accessibility

Buildings and Facilities Signage Requirements

- Approximately 60 inches above the floor
- In a location that is not obscured in normal operation such as a swinging door
- In all primary function areas

Preparation and Planning

- Identify the students and staff with special needs and the type of assistance they will require in an emergency
- Allow visitors to self-identify on a sign-in log if they have special evacuation needs
- Discuss evacuation issues with the staff members and students with special needs, including individuals, who may be temporarily disabled (i.e. a student with a broken leg)
- Train staff in general evacuation procedures
- Review the areas of rescue, primary exits, evacuation techniques, and the locations and operation of emergency equipment
- Train the staff for proper lifting techniques when lifting a person for evacuation
- Review the plan with emergency response personal, including local police, fire and emergency medical technicians
- On an annual basis, walk around the site with first responders so that they are familiar with the primary exits and all areas of rescue; these areas must meet specifications for fire resistance and ventilation
- Ask the responders to conduct a special drill explaining how they will support the students and staff with special needs during an emergency
- Complete all contracts and Statements of Understanding with key emergency support providers
- Ensure that sufficient transportation capacity exists with transportation providers, partner agencies, and suppliers to effectively meet the demand in an emergency
- Identify transportation contracts through the College in case of an emergency; Emergency response for special needs requires special vans and special equipment
- Specify who will do what to address these transportation needs
- Develop a list of College-owned vehicles that are available and make prior arrangements for their use in the event of an emergency
- Review the evacuation plan with students and staff to be familiar with the process and identify any problems
- Practice implementation of special duck and cover actions by students with able-bodied partners
- Special pre-planned assistance must be provided and reviewed regularly

Lockdown (Deny Entry or Closing)

General

A College or campus site lock down is necessary when the threat of any of the following:

1. Active Assailant
2. Active Shooter
3. Violence on Campus
4. Violence off Campus with potential to affect Campus
5. Report of a weapon
6. Bomb Threat
7. Dangerous Animals
8. Community Violence

In the event of a Lockdown—a security measure initiated by Police or College Officials to control building access and ensure safety—all faculty, staff, students, and visitors must adhere to the following protocols:

Immediate Action:

- Move into or stay inside the nearest building.
- If possible, go into an interior room or Office with few windows
- All individuals must remain inside their current rooms or move to designated secure locations.
- Do not attempt to leave the building or move between rooms once the lockdown begins.

Securing the Area:

- Occupants must work together to immediately lock and barricade all doors, close and secure windows, turn off lights, silence electronic devices, and stay quiet. Await further instructions. Do not continue conducting business.
- It is the individual judgment of the person in charge as to whether or not to let others inside a secure room or area.
- If individuals choose to leave, they are free to do so, but advise them that it is at their own risk.

Communication Channels:

Lockdown orders may be disseminated through any of the following:

- RAVE Alerts (Text/Voice)
- Campus Email and Telephone
- Mass Communication Systems (Public Address)
- Direct word of mouth

Access to and from the facility is strictly prohibited until an official "All Clear" is given by authorized personnel.

Public, Medical, and Mental Health

General

Establishment of public, medical, and mental health procedures, will assist the College in preparing for, responding to, and recovering from an incident that affects the health and safety of students, staff, and family. Furthermore, coordination with Public Health agencies, Emergency Medical Services (EMS), and Mental Health support services will broaden their capacity to deal with these incidents by providing the College with resources beyond their existing expertise and training.

Public Health

Procedures

- Designate College Medical Manager and/or other key personnel as the individual(s) responsible for coordinating incidents such as disease outbreaks, bioterrorism, and natural disasters with local, State, and Federal Public Health agencies.
- Coordinate with local, State, and Federal Public Health agencies on information sharing protocols.
- Develop procedures for reporting information to local, State, and Federal Public Health agencies.
- Contact local Public Health agency to determine notification procedures for students/family, staff, and public, if necessary.
- Send out any required notification to students/family, staff and public as required.
- Establish a dedicated contact phone number for questions and concerns.
- Coordinate with local, State, and Federal Public Health agencies, for assistance with managing large scale incidents or incidents beyond the College's resources.

Medical Health

Procedures

- Designate College Medical Manager and/or other key personnel as the individual(s) responsible for coordinating incidents involving students or staff injuries or illnesses
- Provide CPR/First Aid/AED to all staff designated to work in medical capacity
- Establish a triage area for injured students and staff
- Separate walking wounded, critically injured and deceased individuals (Keep a log of names of these individuals)
- Keep a record of students and staff that are transported off-site for treatment.
- Coordinate with local Emergency Medical Services (EMS) agencies for assistance with large scale incidents or incidents beyond the College's resources.

Mental Health

Procedures

- Designate crisis counselors and/or other key personnel as the individual(s) responsible for coordinating incidents with local, State, and Federal Mental Health agencies
- Activate crisis counselors during the incident to begin identifying students and staff that require assistance
- Keep a log of individuals counseled or that require counseling following the incident
- Notify students, family, and staff of counseling services available
- Coordinate with local, State, and Federal Mental Health agencies, for assistance with large scale incidents or incidents beyond the 's resources.

Public Safety and Security

Purpose

The Public Safety and Security Annex integrates State public safety and security capabilities and resources to support the full range of incident management activities.

Scope

The Public Safety and Security Annex provides a mechanism for coordinating and providing support to local law enforcement authorities to include non-investigative/non-criminal law enforcement, public safety, and security capabilities and resources during incidents. The Public Safety and Security Annex capabilities support incident management requirements, including force and critical infrastructure protection, security planning and technical assistance, technology support, and public safety, in both pre-incident and post-incident situations. The Public Safety and Security Annex generally is activated in situations requiring extensive assistance to provide public safety and security.

Key Tasks/Responsibilities

Coordinate public safety and security support (including personnel and equipment) to any affected department/agency during preparation for, response to, and/or recovery from any real or potential incident.

- County Sheriff's Office
- Police Department
- Other Law Enforcement Agencies
- Private Security Companies

Coordinate critical information dissemination regarding public safety/security through mass warning/notification.

- County Sheriff's Office
- Police Department
- Dispatch
- County Emergency Management
- Facilitate multi-function public safety activities such as evacuation, traffic, looting, and riot control
- County Sheriff's Office
- Police Department
- Other Law Enforcement Agencies
- Fire/EMS

Concept of Operations

- Local law enforcement authorities have the primary responsibility for public safety and security and are the first line of response and support in these functional areas, utilizing the Incident Command System on-scene
 - In larger-scale incidents, additional resources should first be obtained through the activation of mutual aid agreements with neighboring jurisdictions and/or State authorities, which may require the management of incident operations through a Unified Command structure
- Through the Public Safety and Security Annex, outside resources supplement local resources when requested or required, as appropriate, and are integrated into the incident command structure using National Incident Management System principles and protocols
- The Public Safety and Security Annex activities should not be confused with the activities described in the Terrorism Incident Annex or other criminal investigative law enforcement activities
 - As the lead law enforcement official in the United States, the Attorney General, generally acting through the Federal Bureau of Investigation (FBI), maintains the lead for criminal investigations of terrorist acts or terrorist threats by individuals or groups inside the United States
- The Public Safety and Security Annex is activated when public safety and security capabilities and resources are needed to support incident operations
 - This includes threat or pre-incident as well as post-incident situations
- When activated, the primary agencies assess public safety and security needs, and respond to requests for resources and planning/technical assistance from county agencies
- The Public Safety and Security Annex manages support by coordinating the implementation of authorities related to public safety and security and protection of property, including critical infrastructure, and security resources and technologies and other assistance to support incident management operations and security capabilities and resources are needed to support incident operations
 - This includes threat or pre-incident as well as post-incident situations
- The Public Safety and Security Annex maintains close coordination with Federal, State, and local officials to determine public safety and security support requirements and to jointly determine resource priorities
 - The primary agencies maintain communications with supporting agencies to determine capabilities, assess the availability of resources, and track resources that have been deployed

Recovery

General

The recovery phase refers to the actions taken that allow the College to return to “normal” operations as quickly as possible under the existing circumstances. Recovery relies on established relationships with the Kern County Operational Area and Coordinating Council (OACC) and includes actions such as identifying recovery objectives, tracking people involved in the emergency response, and logging expenses.

Financial assistance will be provided only after a disaster has been officially declared by the state and /or Federal government.

Tracking time and materials (supplies and equipment specifically used for the disaster) is required , regardless of for all disaster declarations. There is no guarantee that we will get our expenses reimbursed. We are at the mercy of the State and Federal governments. In most cases, however, labor and materials specific to the disaster response get reimbursed. Losses already covered by our the District’s insurance are typically NOT reimbursed. For example, if an employee is injured, our the District’s Workers’ Compensation would cover the injured employee. If a building was damaged and our insurance does not cover that specific cause of loss there may be a chance it is reimbursable. Establish the Recovery Unit in the Finance/Administration Section of our Emergency Operations Center (EOC).

Before – Action Items

- Establish relationships and contact information from our county Operational Area and Coordinating Council (OACC)
- Create and maintain a current contact list with this information and other contact information essential to the Finance/Administration Section of our ICS structure
- Train and practice the Start-up, Operation of, and the Closure of this ICS Section.
- Modify and update our Emergency Operations Plan as necessary

During – Action Items

- Within the very first moments of an incident, begin tracking every employee’s and volunteer’s time spent on the incident. (Be alert to any announcements from local or State government regarding “Public Assistance” requests or meetings.) Use the form designed for that purpose, the Activity Log (ICS 214). If not readily available, make sure each person is tracking the following:
 - Incident name
 - Date
 - Worker’s name
 - Log each major activity and track start and end times
 - Don’t be concerned with tracking too much – that can be sorted out after the event

- This information will need to be transferred onto the Activity Log (ICS 214) before we can apply for Public Assistance funding (this is what they call the State and Federal reimbursement program)
- Keep track of ANY disaster-related expenditures for supplies or equipment. It is best to retain copies of priced-out receipts and invoices for possible State and Federal reimbursement. For example, if our facilities may be used as a shelter and we are required to provide custodial services specific to the shelter, toilet paper, paper towels, cleaning material and chemicals would all likely be reimbursable. If our facility were being used as a medical care facility and the HVAC system required filters different than what we would normally use, the cost of the filters (and the labor to change them) are likely reimbursable.
- Establish the Recovery Unit in the Finance/Administration Section of our Emergency Operations Center (EOC).
 - Have all sites or units collect information on their ability to sustain operations.
 - Develop staffing pattern for the Recovery Unit.
 - Collect information on damages, duration and impact from the following:
 - Utility Providers
 - Social, medical and health services
 - Transportation routes and services
 - Debris issues
 - County Government Operations
 - Private sector retail and wholesale providers
 - Others
 - Develop initial short term and long-term recovery objectives.
 - Refer to hazard/threat-specific annexes for information.
 - Develop information for the PIO on the recovery process and progress.
 - Develop a plan to assign personnel to sustain the recovery effort
 - Coordinate with the OACC, other local jurisdictions and the State on their recovery efforts.
- While it is best if we already have an established relationship with our county Operational Area Coordinating Council (OACC) contact, we need to identify that individual and the means of communicating with them. We will want them to know who at our College will serve as the contact for emergency incidents. This will serve a couple of purposes:
 - It will keep our College “in the loop” and better informed when an incident affecting our College occurs
 - It will alert us to any notice of “Public Assistance” informational meetings to learn about getting Federal and State reimbursement for disaster related College activity
- If our county’s OACC is overwhelmed with an incident we should reach out directly to our Emergency Services Coordinator at the Governor’s Office of Emergency Services Region Operational Area.

- Ask them to put the College on the list for notification of “Public Assistance” informational meetings
- There are forms that will be exchanged between our College and the OACC or the California Governor’s Office of Emergency Services (they act as our liaison with FEMA)
- If our employees and volunteers remain under our direction and control we are responsible for any costs associated with their activities. Should they perform work that they would not normally do and it is attributable to the disaster we will likely be able to reimburse the labor. Management costs are typically NOT reimbursable.
- If our employees and volunteers, or our facilities, are tasked outside of our College we must only do so under the terms of a mutual aid agreement or memorandum of understanding to which the College have agreed, in writing. Make sure we understand when and if risk transfer occurs as it should be clear in these documents. These documents should identify, specifically, what is “covered” and by “whom.” Examples for other agency usage of our facility might include the Fire Department using our facility as a command center for the incident.
- Or local hospitals may be “at-capacity” and need our facility to provide some form of medical or health services. In these cases, (like the case of sheltering) a written request for use of our facilities should be on file or requested prior to allowing the agency to use them. These documents should specify what they will and will not cover in terms of costs related to using the facility. Typically, if an outside agency damages the property or they cause a liability exposure, they are responsible for coverage.
- When in doubt, ask for help.

After – Action Items

- Begin closing the Recovery Unit
 - Assign any open or pending tasks, such as Public Assistance funding or other outstanding receivables or payables, to appropriate staff with specific checkup or due dates
 - Make sure all Activity Logs and equipment/supply records have been assembled and recorded into the request for Public Assistance from Cal OES and FEMA
- Conduct an After-Action debrief within the Finance/Administration Section and include that in the main incident After-Action debrief held by the College
- Review our EOP and include any lessons learned or altered actions into the plan for update and redistribution to the emergency management team
- Participate in and debriefings provided by our ICS team and close the Recovery Unit

Resources

- [Activity Log \(ICS 214\)](#)
- [Cal OES Regional Operations](#)
- Form [Cal OES 126](#) – Project Application, California Disaster Assistance Act Program
- Form [Cal OES 130](#) – Designation Of Applicant's Agent Resolution For Non-State Agencies
- Form [Cal OES 89](#) – Project Assurances For Federal Assistance – Construction Programs

- Form [FEMA 009-0-49 9/16](#) – Request For Public Assistance

All links should be verified at least annually and updated. In some cases, expired forms will not be accepted.

Mutual Aid Agreement with Kern County

*Terms of agreement: 01/01/2026 to 12/31/2030
#0 MOU - No Fiscal Needed*

MEMORANDUM OF UNDERSTANDING MUTUAL AID AGREEMENT

(Kern County – Kern Community College District obo Bakersfield College)

This Memorandum of Understanding (MOU), entered into as of the 1st day of January 2026, is made and entered into between County of Kern, hereinafter referred to as "County," and Kern Community College District obo Bakersfield College, a California Community College, hereinafter referred to as "College". The County and College are each a "Party" and collectively "Parties" to this MOU.

RECITALS

WHEREAS, the County of Kern is vulnerable to a diverse set of threats, hazards and disaster events. The size, frequency, complexity, and scope of these incidents vary, but all involve a range of personnel and organization to coordinate efforts to save lives, stabilize the incident, protect property and the environment and assist persons impacted by the incident; and

WHEREAS, Homeland Security Presidential Directive 5, issued February 28, 2003, authorized development of the National Incident Management System (NIMS) which guides all levels of government, nongovernmental organizations, and the private sector with a common framework to integrate diverse capabilities to achieve common goals to prevent, protect against, mitigate, respond to and recover from a disaster incident; and

WHEREAS, the County of Kern Board of Supervisors adopted the National Incident Management System on June 13, 2006 (Resolution No. 2006-218); and

WHEREAS, Government Code Section 8559(b) of the California Emergency Services Act, defines the term operational area as an intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area and Section 8605 designates operational area to coordinate emergency activities including personnel and resources within the operational area and to serve as a communication link, focusing on the collection, processing and dissemination of vital disaster information; and

WHEREAS, the California Office of Emergency Services (CalOES) has promulgated the Standardized Emergency Management System (SEMS) Regulations (Title 19, Section 2400 et seq. of the California Code of Regulations), which standardizes responses to emergencies involving multiple jurisdictions and organizations, and requires formation of the operational area; and

WHEREAS, Government Code Section 8607(e)(1) requires use of SEMS to be eligible for funding personnel related to emergency response costs under any disaster assistance program; and

WHEREAS, the County of Kern Board of Supervisors adopted the Standardized Emergency Management System on August 8, 1995 (Resolution No. 95-421); and

WHEREAS, it is necessary and desirable that the resources, personnel, equipment and facilities of the parties to this agreement be made available as mutual aid to prevent, combat, or eliminate a probable or imminent threat to life or property, and provide assistance to constituents resulting from a local emergency or disaster, and to render mutual aid and supplementary public safety services as the need may arise; and

WHEREAS, the parties to this MOU have powers to act in case of emergency or disaster; and

WHEREAS, in accordance with NIMS and SEMS, the parties to this MOU have determined that the public interest is best served and necessity requires mutual aid and participation in joint efforts.

NOW, THEREFORE, IT IS MUTUALLY AGREED BETWEEN ALL PARTIES AS FOLLOWS:

1. **PURPOSE OF MOU.** The purpose of this MOU is to establish a framework under which Kern County may utilize designated sections of the Bakersfield College campus, located at 1801 Panorama Drive, Bakersfield, CA 93305, during disaster response operations as a location for delivery of county assistance to residents impacted or threatened by a disaster event.

2. **GENERAL CONDITIONS OF MOU.**

2.1. Any services performed or expenditures made in connection with the furnishing of assistance shall conclusively be presumed to be for the direct protection of person(s) impacted by a disaster event.

2.2. The mutual aid extended under this MOU and the operation orders adopted pursuant to this MOU shall be without reimbursement unless otherwise expressly provided for by the parties to this agreement or as provided by law.

2.3. Nothing contained in this MOU shall require or relieve either party from the necessity and obligation of furnishing adequate protection to life and property under their respective area of responsibility and no party shall be required to deplete unreasonably their own resources, facilities, and services in furnishing such mutual aid.

3. **SCOPE OF ASSISTANCE.** The scope of assistance from College is to allow the County to utilize campus facilities to support delivery of disaster assistance and protection to persons impacted by an actual or expected disaster event:

- 1) Gymnasium facilities as mass care shelter sites for persons displaced by disaster events and/or under evacuation orders from local public safety officials, which will be operated under the direction of the Kern County Human Services Department, in collaboration with the American Red Cross. Persons using Service Animals, which by definition are trained to provide a specific service related to a disability

must be allowed in the shelter facility under the control of their owner, per the Americans with Disabilities Act. The County, through Kern County Animal Services or its designee, may establish adjacent or co-located emergency sheltering for household pets (e.g., dogs and cats) belonging to displaced residents to ensure compliance with federal PETS Act requirements

- 2) Campus Farm area to provide emergency large animal (including but not limited to horses, cattle, goats, sheep and pigs) sheltering for either displaced constituents and/or such animals used by responding first responder organizations.
- 3) Exam rooms used by the Bakersfield College Nursing Program as medical surge sites, under the direction of Kern County Public Health – EMS Department. Nursing students, to the extent of their training, may provide emergency medical care, if requested by the County and if approved by their Nursing Program Instructor as eligible and qualified to provide such assistance.
- 4) Animal sheltering oversight will be coordinated by Kern County Animal Services or its designee, in collaboration with local animal welfare partners. The County will ensure that animal intake, housing, care, and reunification processes are conducted in a safe and organized manner, including staging and traffic flow management."

The County will be responsible to ensure the College facilities used per this agreement will be repaired and restored to pre-incident status after conclusion of disaster response operations.

4. **TERM.** This MOU shall commence on January 1, 2026 and remain in effect for a maximum 5 year term, terminating on December 31, 2030.

5. **TERMINATION.** This MOU may be terminated by written agreement by all parties to terminate.

6. **INDEMNITY.** Each Party shall indemnify and hold harmless and defend the other Parties (including its officers, agents, employees, and volunteers) against all claims, demands, injuries, damages, costs, expenses (including attorney fees and costs), fines, penalties, and liabilities of any kind arising out of this MOU or the Cal OES Agreement, except for claims resulting from a Party's sole negligence or willful misconduct. Each Party may conduct or participate in its own defense without affecting the other Parties' obligation to indemnify and hold harmless or defend the Parties.

6.1. **Survival.** This Section 5 survives the termination of this MOU.

7. **INSURANCE.** **Insurance Requirements:** Each party shall obtain, pay for and maintain in effect during the Term of this Agreement or Date(s) of Service(s), a permissibly self-insured

program or the following policies of insurance issued by an insurance company rated not less than "AVI" in A.M. Best's Insurance Rating Guide: (i) Commercial General Liability insurance (including contractual, products and completed operations coverage, bodily injury, and property damage liability insurance) with single combined limits of not less than \$1,000,000 per occurrence; (ii) Commercial Automobile Liability insurance for "any auto" with combined single limits of liability of not less than \$1,000,000 per occurrence; (iii) Professional Liability insurance (also known as "Errors and Omissions" insurance) with a limit of liability of not less than \$1,000,000 per occurrence; and (iv) Worker's Compensation and State Disability insurance as required under law. Each party shall furnish the other party with a certificate of insurance containing the endorsements required under this section, or a letter of self-insurance, and each party shall have the right to inspect the other party's original insurance policies upon request. Upon notification of receipt of a notice of cancellation, change or reduction in coverage, each party shall immediately file with the other party a certified copy of the required new or renewal policy and certificates for such policy. Nothing in this section concerning minimum insurance requirements shall reduce a party's liabilities or obligations under the indemnification provisions of this Agreement.

Notwithstanding anything to the contrary, College acknowledges that County's self-insurance program is deemed to satisfy all insurance requirements as set forth herein.

8. **NOTICES.** Notice under this MOU shall be provided to the following representatives:

Kern County Office of Emergency Services
2601 Panorama Drive, Building B.
Bakersfield, CA 93306

Bakersfield College
President
1801 Panorama Drive
Bakersfield, CA 93305

9. **GENERAL PROVISIONS:**

9.1. **Assignment.** Neither party shall assign, sublet, or transfer this MOU, or any part hereof.

9.2. **Negation of Partnership.** In performance of all services under this MOU, College shall be, and acknowledges that College is, in fact and law, an independent contractor and not an agent or employee of County. College has and retains the right to exercise full supervision and control of the manner and methods by which College shall perform its work under this MOU. College retains full supervision and control over the employment, direction, compensation and discharge of all persons assisting College in the performance of work hereunder. However, County shall retain the right to administer this MOU so as to verify that College is performing its obligations in accordance with the terms and conditions thereof. With respect to College's employees, if any, College shall be solely responsible for payment of wages, benefits and other compensation, compliance with all occupational safety, welfare, and civil rights laws, tax

withholding and payment of employee taxes, whether federal, state, or local, and compliance with any and all other laws regulating employment.

9.3. **Conflict of Interest.** The Parties to this MOU have read and are aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the Government Code relating to conflict of interest of public officers and employees. College agrees that they are unaware of any financial or economic interest of any public officer or employee of the County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement, the County may immediately terminate this MOU by giving written notice thereof. College shall comply with the requirements of Government Code section 87100 et seq. during the term of this MOU.

9.4. **No Authority to Bind County.** It is understood that College, in College's performance of any and all duties under this MOU, except as otherwise provided in this MOU, has no authority to bind County to any agreements or undertakings.

9.5. **Nondiscrimination.** Neither College, nor any officer, agent, employee, servant, or subcontractor of College, shall discriminate in the treatment or employment of any individual or groups of individuals on the grounds of race, color, religion, national origin, age, or sex, either directly, indirectly, or through contractual or other arrangements.

9.6. **Non-Collusion Covenant.** College represents and agrees that it has in no way entered into any contingent fee arrangement with any firm or person concerning the obtaining of this MOU with County. College has received from County no incentive or special payments, nor considerations not related to the provision of services under this MOU.

9.7. **Political Activity and Lobbying Prohibited.** None of the funds, materials, property, or services provided under this MOU shall be used for any political activity, or to further the election or defeat of any candidate for public office contrary to federal or state laws, statutes, regulations, rules, or guidelines. In addition, none of the funds provided under this MOU shall be used for publicity, lobbying, or propaganda purposes designed to support or defeat legislation before the Congress of the United States of America or the Legislature of the State of California.

9.8. **Political/Religious Activity.** No person performing any service or providing any goods designated under this Agreement shall participate in any political or religious activity on County time or in any manner involving the use of County property or expenditure of public funds nor conveying the implication of County endorsement or support for a candidate for local, state, or federal office. Notwithstanding the foregoing, nothing in this Agreement shall be construed to unlawfully limit an individual's or entity's Constitutional rights. Accordingly, the limitations contained in this section are for the sole purpose of preventing proselytizing and politicking while engaged in the performance of services under this Agreement.

9.9. **No Third Party Rights.** Other than as expressly set forth herein, this MOU will not be deemed to provide third parties with any remedy, claim, right of action, or other right.

9.10. **Compliance with IRCA.** College acknowledges that College, and all subcontractors hired by College to perform services under this MOU, are aware of and understand the Immigration Reform and Control Act (IRCA). College is and shall remain in compliance with the IRCA and shall ensure that any subcontractors hired by College to perform services under this MOU are in compliance with IRCA. In addition, College agrees to indemnify, defend, and hold harmless County, its agents, officers, and employees, from any liability, damages, or causes of action arising out of or relating to any claims that College's employees, or the employees of any subcontractor hired by College, are not authorized to work in the United States for College or its subcontractor and/or any other claims based upon alleged IRCA violations committed by College or College's subcontractor(s).

9.11. **Signature Authority.** Each Party has full power and authority to enter into and perform this MOU, and the person signing this MOU on behalf of each Party has been properly authorized and empowered to enter into this MOU.

9.12. **Amendments.** Any amendments to this MOU must be in writing and signed by all parties.

9.13. **Entire Agreement.** This MOU constitutes the entire understanding between the parties regarding the subject matter herein.

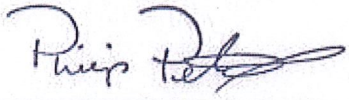
9.14. **Counterparts.** This MOU may be signed in counterparts, each of which is an original, and all of which together constitute this MOU.


Signatures follow on the next page.

IN WITNESS TO THE FOREGOING, the parties have entered into this MOU Agreement as of the day and year first written above.

"COUNTY"
COUNTY OF KERN

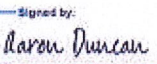
"COLLEGE"
Kern Community College District on
Behalf of Bakersfield College

By: 
Board Chairman
Kern County Board of Supervisors

By: 
Melissa Thornsberry, Chief Financial Officer
Kern Community College District on Behalf of
Bakersfield College

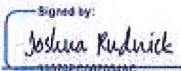
PHILLIP PETERS

APPROVED AS TO CONTENT:

Signed by:
By: 
Aaron Duncan, Fire Chief

By: _____

APPROVED AS TO FORM:

Signed by:
By: 
Joshua H. Rudnick,
Deputy County Counsel

By: _____



July 1, 2025

Statement of Self-Insurance

Kern County, including all its departments, is self-insured for General Liability, Automobile Liability, and Workers' Compensation. Kern County carries excess insurance for the above insurances providing coverage above our self-insured retention that varies based on the type of insurance. Workers' Compensation & Employers' Liability starts at \$1,250,000, and General Liability at \$7,500,000 for FY 2025-2026.

Kern County's liability self-insurance program provides the same coverage as would be provided had Kern County procured commercial general liability insurance and automobile liability insurance having limits of \$7,500,000 each occurrence.

All exposures, including contractual liability, arising out of County operations are covered by the County's self-insurance program undertaken pursuant to California Government Code Section 990.

Under our self-insurance program, we will bear all risk of bodily injury and property damage losses that are the responsibility of the County under current law and contracts. This program is currently in effect and will remain in effect as renewed each year by the County.

This will serve as Kern County's Statement of Self-Insurance in lieu of providing Certificates of Liability Insurance.

Very Truly Yours,

MARGO A. RAISON, County Counsel

By: Lisa Dearmore, Risk Manager

GROUNDLESS & BOUNDLESS

1115 Truxtun Ave. 4th Floor Bakersfield, CA 93301 | 661-868-1800 | TTY Relay 800-735-2929

RISK MANAGER


Lisa V. Dearmore

Legal Research Specialist
Pablo S. Diaz

General Liability Claims Adjuster
Nancy A. Obergreen

Workers Compensation Claims Manager
Renee L. Swickay

Supervising Workers Compensation Claims Adjuster
Fiona L. Clark

Statewide Association of Community Colleges CERTIFICATE OF COVERAGE					Issue Date 6/26/2025
ADMINISTRATOR: Keenan & Associates 2355 Crenshaw Blvd., Suite 200 Torrance, CA 90501 Kola Riccopini License No. 4470895 424-253-9388 kriccopini@keenan.com		LICENSE # 0451271		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS BELOW.	
COVERED PARTY: Kern Community College District 2100 Chester Avenue Bakersfield CA 93301		ENTITIES AFFORDING COVERAGE: ENTITY A: Statewide Association of Community Colleges ENTITY B: ENTITY C: ENTITY D: ENTITY E:			
THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE COVERED PARTY NAMED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED HEREIN IS SUBJECT TO ALL THE TERMS AND CONDITIONS OF SUCH COVERAGE DOCUMENTS.					
ENT LTR	TYPE OF COVERAGE	COVERAGE DOCUMENTS	EFFECTIVE/ EXPIRATION DATE	MEMBER RETAINED LIMIT / DEDUCTIBLE	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> GOVERNMENT CODES <input checked="" type="checkbox"/> ERRORS & OMISSIONS <input checked="" type="checkbox"/> SEXUAL ABUSE AND MOLESTATION	SWC 01512-05	7/1/2025 7/1/2026	\$ 5,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> Hired AUTO <input checked="" type="checkbox"/> NON-OWNED AUTO <input checked="" type="checkbox"/> GARAGE LIABILITY <input checked="" type="checkbox"/> AUTO PHYSICAL DAMAGE	SWC 01512-05	7/1/2025 7/1/2026	\$ 5,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000
A	PROPERTY <input checked="" type="checkbox"/> ALL RISK <input checked="" type="checkbox"/> EXCLUDES EARTHQUAKE & FLOOD <input checked="" type="checkbox"/> BUILDERS RISK	SWC 01512-05	7/1/2025 7/1/2026	\$ 5,000	\$ 500,250,000 EACH OCCURRENCE
A	STUDENT PROFESSIONAL LIABILITY	SWC 01512-05	7/1/2025 7/1/2026	\$ 5,000	\$ Included EACH OCCURRENCE
	WORKERS COMPENSATION EMPLOYERS LIABILITY			\$	WC STATUTORY LIMITS OTHER \$ E.L. EACH ACCIDENT
	EXCESS WORKERS COMPENSATION EMPLOYERS LIABILITY			\$	\$ E.L. DISEASE - EACH EMPLOYEE \$ E.L. DISEASE - POLICY LIMITS
	OTHER			\$ \$	
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL PROVISIONS: **PROOF OF COVERAGE**					
CERTIFICATE HOLDER: Proof Of Coverage			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS		
			 John Stephens AUTHORIZED REPRESENTATIVE		

DISCLAIMER

The Certificate of Coverage on the reverse side of this form does not constitute a contract between the issuing entity(ies), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the coverage documents listed thereon.

www.kcccd.edu

MOU_MutualAidAgreement_20260101

Final Audit Report

2025-12-18














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Reunification

General

A community college emergency reunification process safely reunites the college community using a structured, secure, method and documented, often utilizing the Key steps include establishing a secure, pre-determined off-site location and evacuating campus is a crucial part of emergency planning.

Whether students or staff, minors or adults, there are a wide variety of emergency situations that might require stakeholder/family reunification. Reunification may be needed if the site is evacuated or closed as a result of a hazardous materials transportation accident, fire, natural gas leak, flooding, earthquake, tsunami, school violence, bomb threat, terrorist attack or other local hazard.

Reunification Procedures

In an emergency, the college will establish a safe area for their students, staff, faculty, and visitors to reunite. The area will be away from both the damage.

Traffic Control

- Traffic may be controlled by trained and authorized employees, Local Law Enforcement may also be used in traffic management on local streets. Local Law Enforcement may also assist in managing the emergency or disaster (e.g. towing of vehicles, barricades, traffic flow, etc.)
- To every extent possible, two-way traffic will be maintained to allow for entry and exit of emergency vehicles
- As the situation develops there may be time for barricades and other traffic control devices to be delivered and set up

Media Inquiry

- Shortly after the incident, the media will have a presence on our site
- The Public Information Officer, part of the command staff operating under the Incident Command System, will deal with the media, however, it is important that family be sheltered from media representatives

Lock-Out

A lockout is an emergency procedure used to secure a building's perimeter when there is a potential threat outside. During a lockout, entry and exit are restricted to keep occupants safe from nearby dangers such as police activity, hazardous material incidents, or other external threats, while normal operations inside the building continue.

In a lockout situation, individuals who are outside should enter the building as quickly as possible for safety, and those already inside must remain indoors. Activities within the building generally continue as usual; however, occupants should stay alert and be prepared to transition to a lockdown if directed by authorities. If individuals choose to leave, they are free to do so, but advise them that it is at their own risk.

Examples of Lockout Situations:

- Law enforcement requests a building to lock its doors because a suspect is fleeing in the vicinity, but not directly inside the facility.
- External Chemical/Hazardous Event
- Reports of a dangerous or violent individual known to be in the immediate area
- Violent activity or protests occurring directly outside the building, making it unsafe to leave.
- Reports of a dangerous animal loose on or near the property.
- Lock out orders may be disseminated through any of the following:
 - RAVE Alerts (Text/Voice)
 - Campus Email and Telephone
 - Mass Communication Systems (Public Address)
 - Direct Word of Mouth

Access to and from the facility is strictly prohibited until an official "All Clear" is given by authorized personnel.

Shelter-in-Place

General

Shelter-in-place is implemented when there is a need to isolate college community from the outside environment and includes the shutdown of room and/or building.

Description of Action

If an emergency occurs that requires students and staff to Shelter-in-Place, College Safety will coordinate communication with Public Information Officer (e.g., sending messengers to deliver instructions).

“

- If inside, individuals should remain in their rooms until further instructions are given
- If outside, individuals must proceed to their rooms if it is safe to do so
- If it is determined to be unsafe, staff should direct students into nearby rooms or buildings (e.g., auditorium, library, cafeteria, and gymnasium)
- If indoors, individuals should remain in their locations
- Secure the Building: Close and lock all windows and exterior doors.
- Do not leave until college safety or law enforcement authorities confirm it is safe to do so

Situational Awareness

Situational Awareness is the ability to identify, process, and comprehend the critical information about an incident.

Overview

Situational Awareness requires continuous monitoring of relevant sources of information regarding actual incidents and developing hazards. A common core function of Emergency Operations Centers (EOC) is gaining, maintaining, and sharing Situational Awareness and developing a Situational Picture (SitPic) that is shared between the Incident ICS, EOC, JIS, and field staff participants in the incident.

Prepare

The list includes the minimum recommended expectations for every employee:

- Develop and maintain a personal family communication plan
 - Use the [Family Emergency Communication Plan – Wallet Sized](#) provided by our College
 - The plan should be completed at hire and updated when any of the information changes but at least annually
 - Share our plan with your family
- Review and familiarize yourself with the College's Emergency Operations Plan (EOP)
- Prepare a "Go-Bag" for yourself with a 3-day supply of food and water
 - See the "Go-Bag" guide for help in assembling and stocking

Sample Go Bag Items (3-Day Supply)

- Water & Food: One gallon of water per person per day, plus non-perishable food (energy bars, canned goods) and a manual can opener.
- Medical & Health: First-aid kit, 7-day supply of prescriptions, glasses, masks, and hand sanitizer.
- Tools & Safety: Flashlight, battery-powered or hand-crank radio, extra batteries, whistle, and a multi-tool. □
- Documents & Cash: Copies of IDs, insurance cards, medical records, and cash in small bills.
- Shelter & Clothing: Change of clothes, sturdy shoes, and emergency blankets or ponchos.
- Hygiene: Moist towelettes, garbage bags, and toiletries.

Keep a copy of the College's *Critical Incident* Field Operations Guide (FOG) with you at all times during work hours

The Protocol

Before, during, and after critical incidents there are some basic steps you should take to improve your situation and help others in need:

- If you are operating a vehicle or other equipment, stop your activity as soon as is safely possible (If driving, follow safe driving practices and get maneuver your vehicle without endangering your own or the safety of others)
- Follow our College's Communication protocols as outlined in the EOP
- If you are unable to proceed to your primary location (starting and ending shift worksite) find out if you can return to an alternate site
- If returning to any of these sites proves unreasonable, proceed to the nearest public facility (police or fire station, hospital, local government office) and notify our College of your exact location
- Provide our College's Emergency Operations Center (EOC) with as much detailed information as possible:
 - Time, Date, and Location of Critical Incident
 - Your condition (unaffected, injured, etc.) and the condition of your equipment
 - Describe the type of incident such as fire, hazmat, earthquake, etc.
 - Provide details on estimate impact in your area (how much loss or damage)

Disaster Service Worker

As a California public employee, you may be called upon to work as a Disaster Service Worker (DSW) in the event of an emergency. The information contained in the Disaster Service Worker website will help you understand your role and obligations as a disaster service worker, and what to do in an emergency (California Government Code Section 3100-3109).

Activation of Personnel in an Emergency

An incident command member will contact the respective manager to activate employees needing to report in an emergency.

Hazard/Threat Annex

Hazard-Threat Assessment

A representative number of participants were selected to participate in the Hazard-Threat Assessment Survey (HTAS). This survey follows best practices in emergency management and is a very important part of updating our Emergency Operations Plan.

This survey was designed to help us prioritize possible threats or hazards we may face. It covers many possible scenarios but is not exhaustive in nature. The survey information generated is invaluable in helping our Emergency Operations Plan Collaborative Planning Team identify the hazards and threats most likely to impact us.

The Collaborative Planning team has selected the following Hazards/Threats to be included in this annex:

- Active Assailant
- Bomb Threat or Explosion
- Civil Disobedience or Disturbance
- Dam and Levee Failures
- Earthquake
- Extreme Heat and Unhealthy Air Quality
- Fire-Structural
- Fire-Forest, Wildfire, or Urban Interface
- Hazardous Materials Incident
- Infectious Disease
- Severe Weather

<i>Hazard</i>	[SCORE]	<i>Probability</i>	[SCORE]	<i>Magnitude</i>	[SCORE]	<i>Warning</i>	[SCORE]	<i>Duration</i>	<i>Risk Priority</i>
Earthquake	3.2	4. Highly likely 3. Likely 2. Possible 1. Unlikely	3.0	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.8	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	2.3	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	10.6
Power-Utility Failure	3.1	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.3	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.7	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	2.9	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	9.8
Infectious Disease	2.9	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.7	4. Catastrophic 3. Critical 2. Limited 1. Negligible	2.7	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	3.6	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	9.2
Active Assailant	2.2	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.8	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.8	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	1.5	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	9.2
Fire-Forest, Wildfire, or Urban Interface	2.1	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.6	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.8	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	2.5	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	9.1
Bomb Threat or Explosion	1.8	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.8	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.7	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	2.2	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	8.9
Extreme Heat and Unhealthy Air Quality	3.7	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.4	4. Catastrophic 3. Critical 2. Limited 1. Negligible	1.8	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	3.6	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	8.8
Hazardous Materials Incident	1.9	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.2	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.8	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	2.5	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	8.5
Civil Disobedience or Disturbance	2.6	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.1	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.2	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	2.1	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	8.4
Fire-Structural	2.1	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.4	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.1	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	3.1	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	8.4
Transportation Incident (Air, Sea, Land)	1.8	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.1	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.8	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	2.3	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	8.3
Dam and Levee Failures	1.5	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.5	4. Catastrophic 3. Critical 2. Limited 1. Negligible	2.7	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	3.2	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	7.5
Severe Weather	2.3	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.1	4. Catastrophic 3. Critical 2. Limited 1. Negligible	2.3	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	3.0	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	7.5
Flood	1.5	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.2	4. Catastrophic 3. Critical 2. Limited 1. Negligible	2.8	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	2.9	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	7.2
Landslides and Debris Flow	1.4	4. Highly likely 3. Likely 2. Possible 1. Unlikely	1.9	4. Catastrophic 3. Critical 2. Limited 1. Negligible	3.3	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	2.5	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	7.2
Volcanic Eruption	1.1	4. Highly likely 3. Likely 2. Possible 1. Unlikely	2.0	4. Catastrophic 3. Critical 2. Limited 1. Negligible	2.8	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	2.5	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	6.5
Tsunamis/Tidal Wave	1.1	4. Highly likely 3. Likely 2. Possible 1. Unlikely	1.7	4. Catastrophic 3. Critical 2. Limited 1. Negligible	2.9	4. Minimal 3. 6-12 hrs. 2. 12-24 hrs. 1. 24+ hrs.	2.0	4. 12+ hrs. 3. 6-12 hrs. 2. 3-6 hrs. 1. <3 hrs.	6.2
Top 3 Concerns		Active Assailant		Earthquake		Bomb Threat or Explosion			

Active Assailant

Purpose

Active assailant situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene. Individuals must be prepared both mentally and physically to deal with an active assailant situation.



This Annex will address current best practices for dealing with Active Assailants, Before, During, and After an incident.

Situation and Assumptions

An Active Assailant is an individual actively engaged in the killing or attempting to kill people in a confined and populated area. In most cases, active assailants use firearms and there is no pattern or method to their selection of victims.

Active Assailant situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the attack and mitigate harm to victims.

Continuity of Operations (Annex Specific)

Continuity of Operations is defined as the internal effort of an organization to assure that the capability exists to continue essential functions and services in response to a comprehensive array of potential emergencies or disasters.

In the case of an active assailant actions can be taken in advance to mitigate some of the outcome of the attack.

Organization and Assignment of Responsibilities

Refer to the *Organization and Assignment of Responsibilities* section located in the Basic Plan.

Plan Development

This annex is part of the Hazard and Threat Annex and was developed using current best practices

Authorities and References

- CISA (Cybersecurity and Infrastructure Security Agency) Active Shooter Preparedness
 - <https://www.cisa.gov/topics/physical-security/active-shooter-preparedness>
- FBI (Federal Bureau of Investigation) Active Shooter Safety Resources
 - <https://www.fbi.gov/how-we-can-help-you/safety-resources/active-shooter-safety-resources>
- REMS (Readiness and Emergency Management for Schools) Technical Assistance Center
 - <https://rems.ed.gov/IHEActiveShooterSituations.aspx>

Incident Command Actions

Before

Threat and Physical Security Assessment of each site

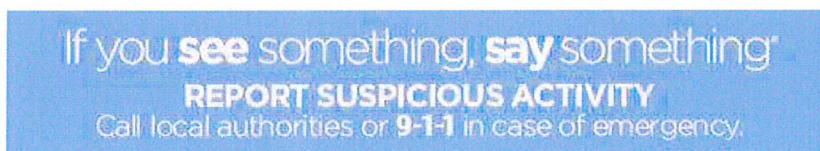
Conducting periodic threat and physical security assessments will ensure that best practices are in place to control access to your campus.

- Appropriate perimeter fencing installation and maintenance
- Locks and closers on perimeter gates that prevent outsiders from opening the gate (mesh screen around gate area)
- Check for keyed exterior locksets of all classroom doors
- Make sure the lockset on the interior of the classroom door has a thumb lock or other quick-lock style lockset (see Figure 1- Interior Lock)
- Verify visitor access control is in place and works as intended
- Require classroom doors to be closed and locked when students are present



Student Education

- Educate students (age appropriate) through workshops, seminars, lectures, and any other opportunity to teach about the hazards of an active assailant/physical threat and ways each person can potentially react to such a situation
- Supplement in-person instructional elements with additional information to reinforce the training



"If You See Something, Say Something" used with permission of the NY Metropolitan Transportation Authority.

- Such material may be distributed in a variety of ways, including but not limited to web pages, social media, printed literature, radio/TV, etc.
- Foster a respectful school community
- Be aware of indications of violence and take remedial actions accordingly (i.e. If you see something, say something)

Behavioral Red Flags

- Recognizing indicators for potential violence by an individual:
 - Increased use of alcohol and/or illegal drugs
 - Unexplained increase in absenteeism; vague physical complaints
 - Noticeable decrease in attention to appearance and hygiene
 - Depression/withdrawal
 - Resistance and overreaction to changes in policy and procedures

- Repeated violations of College policies
 - Increased severe mood swings
 - Noticeably unstable, emotional responses
 - Explosive outbursts of anger or rage without provocation
 - Suicidal; comments about “putting things in order”
 - Behavior, which is suspect of paranoia, (“everybody is against me”)
 - Increasingly talks of personal problems
 - Talk of severe financial problems
 - Talk of previous incidents of violence
 - Empathy with individuals committing violence
 - Increase in unsolicited comments about firearms, other dangerous weapons, and violent crimes
- Develop a positive behavioral intervention program that identifies at-risk behaviors early on and ensures administration is aware of these individuals
 - Decide upon communications and public information releases with your Public Information Officer prior to an incident
 - Develop model releases that provide well thought out and consistent messaging on behalf of the College
 - Discuss and decide upon Spontaneous Memorial practices including
 - Ease of public access
 - Minimize disruption of vehicular and pedestrian traffic
 - Monitored for appropriateness of items placed at the memorial
 - Prepared to announce the one location to the public and that it will be open from/to specific dates (typically no longer than 2-3 weeks)
 - Line-of-sight view by administration

During

Responding to an Active Assailant/Physical Threat

If you are in a situation where your safety is in question and you are at risk of harm from another person, you must quickly determine the most reasonable way to protect your own life.

Run (evacuate)

If there is an accessible escape path, attempt to evacuate the building/area. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active assailant may be
- Keep your hands visible, to prevent confusion to law enforcement
- Follow the instructions of law enforcement personnel

- Do not attempt to move wounded people
- Notify Police when you are safe

Hide (lockdown)

If evacuation is not possible, find a place to hide where the active assailant is less likely to find you. Your hiding place should:

- Be out of the active assailant's view
- Provide protection if shots are fired in your direction (i.e. a room with a closed and locked door)
- Not trap you or restrict your options for movement
- Remember Cover vs. Concealment
- Spread out to reduce target area
- To prevent an active assailant from entering your hiding place:
 - Lock the door, if possible
 - Blockade the door with whatever is available – heavy furniture, door wedges, file cabinets, etc.
 - Cover any windows or openings that have a direct line of sight into a hallway

If the active assailant is nearby:

- Lock the door, if possible
- Close windows, shades and curtains.
- Silence all cell phone and other electronic devices
- Turn off any source of noise (i.e. radios, televisions, etc.)
- Hide behind large items (i.e. cabinets, desks)
- Remain silent
- Do not sound the fire alarm
 - A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit
- Notify Police when it is safe to do so

Fight

If running and hiding are not possible:

- Remain calm
- Notify Police, if possible, to alert them of the active assailant's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active assailant by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions



Law Enforcement

Law enforcement's purpose is to stop the active assailant as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- While officers may prefer to team up, they are likely to deploy individually, upon arrival at the scene
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

While law enforcement personnel are still assessing the situation, uniformed security and/or police officers will move through the entire area to ensure the threat is over. For the safety of you and the officers, you may be handcuffed until the incident details are fully known.

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., cell phones, bags, jackets)
- Immediately raise hands and spread fingers
- Always keep hands visible
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Considerations

If a security threat is imminent or occurring, our personnel will take all reasonable and appropriate actions to minimize the hazard to the College's students and staff. If the perpetrator(s) is known, Incident Command will immediately deactivate the incident site's ID card(s) to prevent the individual(s) from entering a building/room equipped with card access.

For locations without electronic access control, incident personnel will make reasonable attempts to secure these doors as quickly as possible. The nature of the threat may make it unsafe for incident personnel to move from door-to-door, thus preventing these locations from being quickly secured.

If you become aware of an active assailant situation, immediately notify Police at 911. Information to provide to law enforcement or 911 operators:

- Location of the active assailant
- Number of assailants
- Identity of the assailant(s), if known
- Physical description of assailant(s)
- Number and type of weapons held by the assailant(s)
- Number of potential victims at the location

After

Good Practice for Coping

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active assailant down. When the assailant is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- Call 911 when it is safe to do so

Any time there is a significant security concern, we will make every reasonable attempt to immediately increase security on site. At the same time emergency personnel are responding to the emergency, public safety officials will communicate the hazard to the community via all available and appropriate means.

If you receive an official emergency communication notifying you of a hazardous situation where you must take immediate action to protect yourself, stay as calm as possible and follow these procedures. Only you will be able to determine the safest course of action that should be taken.

Bomb Threat or Explosion

General

A Bomb Threat may result from the discovery of a suspicious package on or near College property or receipt of a threatening phone call that may indicate the risk of an explosion.

In the event that the College receives a bomb threat by telephone, follow the Bomb Threat Checklist on the next page to document information about the threat. Keep the caller on the telephone as long as possible and listen carefully to all information the caller provides. Make a note of any voice characteristics, accents, or background noises and complete the Bomb Threat Report as soon as possible.

Person Receiving Threat by Telephone

- Listen. Do not interrupt caller
- Keep the caller on the line with statements such as "I am sorry, I did not understand you. What did you say?"
- Alert someone else by prearranged signal to notify the telephone company to trace the call while the caller is on the line
- Notify senior executive immediately after completing the call
- Print out and utilize the "Bomb Threat Procedures and Checklist – DHS" (Figure 1)

Person Receiving Threat by Mail

- Note the manner in which the threat was delivered, where it was found and who found it
- Limit handling of item by immediately placing it in an envelope so that fingerprints may be detected. Written threats should be turned over to law enforcement
- Caution students against picking up or touching any strange objects or packages
- Notify Senior Executive or designee

Incident Command Actions

- Call 911
- If the caller is still on the phone, contact the phone company to trace the call. Tell the telephone operator the name of the College, name of caller, and phone number on which the bomb threat came in. This must be done quickly since the call cannot be traced once the caller has hung up
- Instruct students to turn off any pagers, cellular phones or two-way radios. Do not use those devices during this threat since explosive devices can be triggered by radio frequencies
- Determine whether to evacuate the threatened building and adjoining buildings
- If the suspected bomb is in a corridor, modify evacuation routes to bypass the unsafe area
- Use the intercom, personal notification by designated persons, or the PA system to evacuate the threatened rooms

- If it is necessary to evacuate the entire school site, use the fire alarm
- Notify the Senior Executive of the situation
- Direct a search team to look for suspicious packages, boxes or foreign objects
- Do not return to the threatened building until it has been inspected and determined safe by proper authorities
- Avoid publicizing the threat any more than necessary

Search Team Actions

- Use a systematic, rapid, and thorough approach to search the building and surrounding areas
- Check the campus work areas, public areas (foyers, offices, bathrooms and stairwells), unlocked closets, exterior areas (shrubbery, trash cans, debris boxes), and power sources (computer rooms, gas valves, electric panels, telephone panels)
- If suspicious item is found, make no attempt to investigate or examine object

Staff Actions

- Evacuate students as quickly as possible, using primary or alternate routes
- Upon arrival at the designated safe site, take attendance. Notify Incident Command of any missing students
- Do not return to the building until emergency response officials determine

Bomb Threat Procedures and Checklist – DHS

(Figure 1)

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, **DO NOT HANG UP**, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

*** Refer to your local bomb threat emergency response plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



Homeland Security

2014

BOMB THREAT CHECKLIST

DATE: _____ TIME: _____

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud	Other Information:	
<input type="checkbox"/> Nasal	_____	
<input type="checkbox"/> Normal	_____	
<input type="checkbox"/> Ragged	_____	
<input type="checkbox"/> Rapid	_____	
<input type="checkbox"/> Raspy	_____	
<input type="checkbox"/> Slow	_____	
<input type="checkbox"/> Sturred	_____	
<input type="checkbox"/> Silt	_____	
<input type="checkbox"/> Stutter	_____	

Dam and Levee Failures

General

This annex outlines preparedness, response, and recovery procedures for dam or levee failure impacting district facilities. Failure may result in rapid flooding, structural damage, transportation disruption, and life safety threats.

Hazard Analysis

- Rapid-onset flooding with limited warning time
- High-velocity water and debris flow
- Infrastructure collapse and utility disruption
- Mass evacuation and reunification challenges
- Extended community and economic impact

Vulnerability

Facilities located within mapped inundation zones or downstream from dams or levees are at elevated risk. Transportation routes, bridges, and access roads may become impassable. High population density during school hours increases exposure.

Operational Impact

Dam or levee failure may significantly disrupt school operations depending on flood extent and duration. Impacts may include:

- Immediate evacuation and campus closure
- Loss of access to facilities due to road or bridge damage
- Utility outages (power, water, sewer)
- Suspension of transportation services
- Relocation of students and staff to alternate sites
- Extended recovery and facility repairs
- Increased coordination with emergency management and public safety agencies

Preparedness

- Identify campuses within dam inundation zones
- Coordinate with local emergency management annually
- Establish evacuation routes to higher ground
- Pre-identify reunification and relocation sites
- Train staff on flood evacuation procedures

Response Actions

- Immediately notify 911 upon warning or observed failure
- Activate ICS and initiate evacuation to higher ground
- Avoid low-lying areas and waterways
- Account for all students and staff
- Coordinate transportation support if required

ICS/EOC Considerations

Implement ICS immediately. Establish Unified Command with fire, law enforcement, and emergency management agencies. District EOC activation is likely due to large-scale evacuation, reunification, and extended recovery operations.

Incident Command Priorities

Command

- Establish Unified Command
- Confirm evacuation and protective actions
- Set operational objectives focused on life safety

Operations Section

- Conduct rapid evacuation to designated safe areas
- Ensure accountability of students and staff
- Support search and rescue coordination if necessary

Planning Section

- Monitor flood progression and official updates
- Track evacuation status and resource needs
- Document incident timeline

Logistics Section

- Provide transportation and relocation support
- Secure alternate facilities if needed
- Support communications and supplies

Finance Section

- Track emergency staffing and overtime
- Document facility damage and losses
- Preserve documentation for reimbursement

Public Information Officer

- Coordinate messaging with emergency management
- Provide clear evacuation and reunification instructions
- Issue updates regarding school status and closures

Civil Disobedience or Disturbance

Classrooms are often the first setting in which students learn what it means to be civically engaged; and when students choose to use demonstrations and protests as a tool for civic engagement, school buildings, grounds, and communities are often selected as the setting. The response of students across the country to the February 14, 2018, active shooter situation at Marjory Stoneman Douglas High School in Parkland, Florida, has drawn attention to one type of student demonstration and protest in particular—school walkouts—and the need for education agencies to prepare and respond.

Civil disobedience or rioting typically occurs when a large gathering of students become out of control and participate in violent or non-violent activities. Keeping the majority of students not involved in this type of illegal activity isolated and away from activity is imperative in bringing these actions under control.

Procedure:

- Upon witnessing civil disobedience of this nature, staff takes steps to calm and control situation and attempt to isolate those involved from each other
- If the gathering of students becomes too large or difficult to control, other staff should attempt to calm and control those students not involved and get them on their way to class or off campus if outside of operating hours
- While doing this, attempt to locate and identify witnesses who may provide information for Administrators and/or Police.
- Staff immediately notifies Administrator and/or Police Officer via two-way radio or phone
- Campus Administrator and/or Police Officer assesses situation and calls Police Department for additional officers. Continued assessment is necessary for deployment of additional officers to respond and possible assistance from other agencies. College personnel and/or officers on scene will **call 911**.
- Campus Administrator initiates appropriate Response Actions, which may include Secure Campus Perimeter, Shelter-In-Place, Lock Down, Evacuate Building or Off-Site Evacuation
- Secure all gates and entrances to the campus
- Only authorized personnel are to be allowed in or out of the site
- Sign-in and Sign-out all authorized visitors noting date and time, telephone number and reason for visit
- During passing periods, all staff should be on campus supervising, while teachers stand at the doorways to their classrooms watching and supervising students.
- Staff is to report any suspicious activity, break up groups of students loitering and listen for any rumors or reports of possible ongoing activity by students. Maximum supervision by staff is recommended during student lunch periods.
- Notify appropriate College Personnel for additional supervision assistance as needed.

Earthquake

Duck, Cover, and Hold

This action is used to protect students, faculty and staff from flying or falling debris. Upon the first indication of an earthquake, staff should direct students to Duck, Cover, and Hold.

A communication will be provided based on the protocol section outlined in this document to

“ATTENTION PLEASE. DUCK, COVER AND HOLD. DUCK, COVER, AND HOLD. ADDITIONAL INFORMATION TO FOLLOW.”

Description of Action

If inside

- Drop to knees
- Get under desk and remain facing away from windows
- Clasp both hands behind neck
- Bury face in arms
- Make body as small as possible
- Close eyes and cover ears with forearms.

If outside

- Drop to knees
- Clasp both hands behind neck
- Bury face in arms
- Make body as small as possible
- Close eyes and cover ears with forearms.
- Avoid glass and falling objects

Procedures

- Avoid glass and falling objects. Move away from windows, heavy suspended light fixtures, and other overhead hazards.
- When the shaking stops, the Incident Commander will issue the All Clear Response
- Use prescribed routes and proceed directly to the Assembly Area. Teachers shall notify the Student Attendance/Release Team of missing students.
- The Incident Commander to direct the Security Team to post guards a safe distance away from building entrances to prevent access.
- Warn all personnel to avoid touching fallen electrical wires.
- First Aid Team will check for injuries and provide appropriate first aid.
- The Incident Commander will direct the Facility Team to turn off water, gas, and electrical and to alert appropriate utility company of damages, if appropriate.

- If the area appears safe, the Search and Rescue team will be cleared by the Incident Commander to make an initial inspection of the College's buildings, if needed.
- The Incident Commander will contact the Superintendent to determine if additional actions are deemed necessary.

During Non-Operating Hours

- The Incident Commander and Identified Maintenance/Facilities Personnel will assess damages to determine needed corrective actions. For apparent damages, contact the Superintendent to determine if the College should be closed.
- If the College must be closed, notify staff and students as identified in College Closure Response Procedure.

Extreme Heat and Unhealthy Air Quality

Purpose

The purpose of this annex is to ensure that staff is advised of hazardous conditions caused by extreme heat conditions and/or unhealthy air quality and to minimize exposure to those conditions. Governmental agencies, such as the Air Quality Management College (AQMD), the National Weather Service (NWS-NOAA), the Center for Disease Control (CDC) and others provide guidance in how to respond to unhealthful air quality and extreme heat conditions.

Actions

The Incident Commander monitors air quality and heat conditions to provide recommended actions during an unhealthful air quality or extreme heat event. The Incident Commander will keep the Senior Executive or designee informed of these conditions and activate this annex. Upon activation, site administrators will perform the following:

- Notify students and staff when unhealthful air quality or extreme heat conditions exist.
- Modify College programs and work assignments for the protection of students and staff.
- Adhere to the Unhealthful Air Quality and Extreme Heat Plan to correspond with current recommendations of both the AQMD and the NWS.
- Cooperate with other governmental agencies and with the total community in matters of critical concern regarding unhealthful air quality and extreme heat.

College Activities and What To Do During Extreme Heat Conditions.

The National Weather Service (NOAA) provides information on responding to extreme heat conditions. The Incident Commander monitors temperature and humidity in the College and the National Weather Service website to ensure that our College sites are notified upon attainment of an extreme heat condition.

Always provide adequate amounts of water to students and staff to maintain appropriate hydration, use areas shaded from the direct sunlight, and:

- When the Heat Index reaches the range of 90 to 105 degrees Fahrenheit, sunstroke, heat cramps, and heat exhaustion are possible. Everyone shall minimize prolonged, vigorous outdoor activity.
- When the Heat Index reaches the range of 105 to 130 degrees Fahrenheit, sunstroke and heat exhaustion are likely and heat stroke is possible. Everyone shall discontinue prolonged, vigorous outdoor activity.
- When the Heat Index reaches or exceeds 130 degrees Fahrenheit, heat stroke is highly likely with continued exposure. Everyone shall discontinue all vigorous outdoor activity.

Fire - Structural

The following procedure addresses the necessary actions that should be taken if a fire is discovered in or on the College's facilities. A timely response to this situation is critical to prevent injuries and further property damage.

Procedure

NOTE – There are cases during Active Assailant incidents where the assailant may trigger the fire alarm. This is done as a means to induce students and staff to evacuate which may provide the assailant with more “targets.” Modified responses to a fire alarm should be discussed with your local fire and law enforcement jurisdictions to coordinate best practices for your College.

- If a fire is discovered on site, the administrative staff will immediately signal the fire alarm and direct students out of the building.
 - The Incident Commander will call 911 and provide the location and nature of the incident
- The Incident Commander will immediately initiate the Off-Site Evacuation Procedures
 - Staff and students will evacuate buildings using pre-designated routes or other safe routes and convene at the Assembly Area
- Site staff members must bring their student rosters and take attendance at the Assembly Area to account for all students
 - Staff will notify the Incident Commander of any missing students
- If safe to do so, staff will use fire extinguishers to suppress the fire until the local fire department arrives
 - All fires, regardless of size, which are extinguished by site personnel, require a call to the responding Fire Department to indicate “the fire is out”
- The Incident Commander will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles
- The Incident Commander will notify the Senior Executive of the fire. The Senior Executive should work with the Public Information Officer
- Outreach and Communication to disseminate information
 - In the event that students need to be released from the school site, refer to the Reunification Annex for reunification procedures
 - If necessary, the Incident Commander will notify appropriate Transportation official to request transportation for student and staff evacuation.

Any affected areas will not be reopened until the Fire Department or the appropriate agency provides clearance and the Incident Commander issues authorization to do so. For fires during non-school hours, the Incident Commander and the Senior Executive will determine if the school site will open the following day.

Fire – Forest, Wildfire, or Urban Interface

General

Fires can happen in almost any place, at any time, in almost any condition or circumstance as long as there is fuel, oxygen, and heat. While College's are required to have regularly scheduled fire drills by California law it is easy to overlook the risks associated with poor housekeeping, excessive and dried wildland shrubs and trees close to the College sites and many other factors. The damage caused by fire is real and serious, but the potential hazard of smoke can sometimes be even worse.

Fire in Surrounding Area

The following procedure addresses actions that should be taken in the event that a fire is discovered in an area nearby College grounds. The initiated response actions should take into consideration the location and size of the fire, its proximity to the College site, and the likelihood that the fire may affect the College.

Procedure

- Any responsible person who observes a fire in the area outside of the College should immediately call 911 and notify the Incident Commander
- The Incident Commander will initiate the appropriate Immediate Response Actions, which may include Shelter-in-Place, On-Site Evacuation, or Off-Site Evacuation
- The Incident Commander will call 911 (to verify – good redundancy) and provide the location and nature of the incident
- The Incident Commander will act to prevent students from approaching the fire and keep routes open for emergency vehicles
- The Incident Commander will work with responding emergency personnel to determine if College grounds are threatened by the fire, smoke, or other hazardous conditions
- If the Incident Commander issues the On-Site Evacuation procedure, staff and students will evacuate the affected building(s) using pre-designated routes or other safe routes and convene at the Assembly Area
- All College staff members must bring their student rosters and take attendance at the Assembly Area to account for all students. Staff will notify the Incident Commander of any missing students
- The Incident Commander should monitor local radio stations for emergency information.
- The Incident Commander will notify the Senior Executive of the emergency situation
 - The office of the Senior Executive should work with the Office of Public Outreach and Communication to disseminate information
- If necessary, the Incident Commander will notify the appropriate Transportation official to request transportation for staff and student evacuation
- The Incident Commander will initiate Off-Site Evacuation procedures, as described in the Evacuation Annex, if warranted by changes in conditions

- In the event that students need to be released from the College site, refer to the Reunification Annex for reunification procedures

Flood

General

Flooding is a natural feature of the climate, topography, and hydrology. Flooding predominates throughout the winter and early spring due to melting snow, breakaway ice, and rainy weather. Flooding could threaten the safety of students and staff whenever storm water or other sources of water threaten to inundate the grounds or building. Flooding may occur if a water pipe breaks or prolonged rainfall causes urban streams to rise. Flooding may also occur as a result of damage to water distribution systems such as failure of a dam or levee.

Scope

The annex outlines additional responsibilities and duties as well as procedures for staff responding to a flood near or on center grounds.

Core Functions

The City Office of Emergency Management, the National Weather Service, and other Federal cooperative agencies have an extensive river and weather monitoring system and provide flood watch and warning information to the center community via radio, television, Internet, and telephone. In the event of a flood, the Incident Commander, or director, will activate the EOP and implement the Incident Command System.

Incident Command System

The community's siren acts as a warning system to notify staff and students in case of imminent or confirmed flooding, including that due to dam failure. If there is a loss of power, a compressed air horn or megaphone and two-way radios will serve as backup alerting/communication devices.

Operational Functions/Procedures That May Be Activated

Operational functions or procedures that may be activated in the event of a flood include the following:

- Evacuation
- Reverse Evacuation
- Relocation
- Reunification
- Access and Functional Needs Population
- Continuity of Operations (COOP)
- Psychological Healing
- Mass Care

Activating the College Emergency Operations Center (EOC)

The Incident Commander will determine the need to activate the College's EOC and transfer incident command responsibilities when first responders arrive. The following actions described are before responders arrive on the scene.

Incident Command Actions

- Issue stand-by instruction
- Determine if evacuation is required
- Notify local law enforcement of intent to evacuate, the location of the safe evacuation site, and the route to be taken to that site
- Ensure that all students have been evacuated
- Issue directed transportation instruction if students will be evacuated to a safer location by means of buses and cars
- Ensure that staff and students do not return to the building until proper authorities have determined that it is safe to do so
- Determine whether the center will be closed or remain open
- Document all actions taken
- Follow the College's Emergency Operations Plan

Office/Support Staff Actions

- Monitor radio and Internet for flood information and report any developments to the Incident Commander
- Review procedures with staff as needed
- Disseminate information about the incident and follow-up actions such as relocation site and reunification procedures
- Notify relocation centers and determine an alternate relocation center, if needed, if primary and secondary centers would also be flooded
- Take appropriate action to safeguard property
- Document all actions taken

Staff Actions

- Execute evacuation procedures when instructed
- Take the roster and emergency kits. Take attendance before leaving the site
- Remain with students throughout the evacuation process
- Upon arrival at the safe site, take attendance. Report any missing or injured students
- Do not return to the building until it has been inspected and determined safe by proper authorities
- Document all actions taken

Hazardous Materials Incident (HazMat)

Goals

- Store all hazardous materials on site to prevent spills or releases.
- Keep students away from spills or releases of hazardous materials.
- Clean up spill/release of hazardous materials and properly dispose of resulting hazardous waste.

Objectives

- Provide training on proper storage of hazardous materials to all staff that handle them.
- Establish evacuation or shelter in place procedures for keeping students away from spills or releases of hazardous materials.
- Have trained staff or licensed clean up company remediate spill/release of hazardous materials.

General

A Hazardous Materials Incident covers a fairly broad area and can be quite complex. For planning purposes, we will consider hazardous materials as any chemical-based substance which, when released inadvertently, can cause harm to the environment and injury or possibly death to humans.

On-Site HazMat Incident

- Notify Incident Commander
- Follow Evacuation Procedures
- Call 911
- Incident Commander will notify the Senior Executive
- Incident Commander should have the following available for the fire department upon their arrival:
 - Location and type of hazardous material, if known (locate Safety Data Sheet and provide to responders)
 - Knowledge of anyone remaining in the building
 - Floor plans and internal systems information

Off-Site HazMat Incident

Upon notification by authorities of a hazardous material accident which could affect the College, the Incident Commander will ensure:

- HVAC power is Shut off
- Communication to staff that all windows and doors must remain closed until further notice
- Senior Executive staff has been notified

- Communication with emergency responders is maintained

Infectious Disease

Purpose

The purpose of the Infectious Disease annex is to help equip our organization to be ready for the unexpected – before, during, and after an infectious disease outbreak. **This annex does not replace the required Injury and Illness Prevention Program (IIPP) or other health and safety orders relevant to California Occupational Safety and Health Administration (Cal OSHA) or California Department of Public Health (CDPH) requirements.**

Following are two current and specific requirements:

- The COVID-19 Prevention Plan (CPP) – The CPP is a requirement of the Cal/OSHA COVID -19 Prevention emergency temporary standard.

Infectious diseases occur, often with little or no warning. Essentials that need to be considered include the following:

- EOPs may have to be activated with community partners if there is an infectious disease outbreak;
- Rapid evolution and dissemination of information about an infectious disease incident will likely require activation of the Communication Annex;
- Extensive absences may cause normal operations to close for days or weeks, calling for the activation of the Continuity of Operations (COOP) Annex;
- Depending on the disease, there may potentially be some deaths in the community; and,
- If handled poorly, community trust in our organization is likely to be shaken.

Disease Sources

Infectious diseases are illnesses that are transmitted from one person to another through various routes. These infectious diseases can be viral, bacterial, or fungal. Some of the more common infectious diseases that may affect us are:

- Gastroenteritis; norovirus; influenza; chicken pox; and hand, foot, and mouth, which are all caused by a *viral infection*,
- *Bacterial infections* that can cause E. Coli, MRSA, and strep throat, and
- *Fungal infections*, like ringworm.

Influenza, one of the most common infectious diseases, is a highly contagious viral disease. Pandemic influenza differs from both seasonal influenza (flu) and avian influenza in the following aspects:

- It is a rare global outbreak which can affect populations around the world.
- It is caused by a new influenza virus to which people do not have immunity
- Depending upon the specific virus, it can cause more severe illness than regular flu

Influenza can affect young healthy people more so than older, sick people. The Department of Health and Human Services will take the lead in mobilizing a local response to pandemic influenza. Public

health alerts will be reported to our organization and the community. Individual rooms, hallways or, if necessary, entire sites may be closed temporarily to contain spread of the virus.

While influenza is the most common infectious disease there are others that can greatly affect our operations, including reduction in work force size to levels that make it difficult to fulfill organizational or operational mission objectives. The “**Historical Information**” section of this annex identifies some of the major infectious diseases that have affected us in the near past.

Rate of Spread

Infectious diseases may be categorized according to the rate at which they infect the population. The U.S. Centers for Disease Control and Prevention (CDC) categorizes the rate at which diseases are spread as a continuum from smallest to largest: case, outbreak, epidemic, and pandemic.

Case

A case is defined as *an individual* with the disease.

Outbreak

An outbreak is defined as a *localized*, as opposed to a generalized, epidemic. This term is also used synonymously with epidemic, and is sometimes the preferred word, as it may prevent sensationalism associated with the word epidemic.

Epidemic

An epidemic is defined as the *occurrence of more cases of disease than expected* in a given area or among a specific group of people over a period.

Pandemic

A pandemic is defined as an *epidemic occurring over a very wide area* (several countries or continents) and usually affecting a large proportion of the population.

Situation and Assumptions

The World Health Organization (WHO) provides an influenza pandemic alert system, with a scale ranging from Phase 1 (a low risk of a flu pandemic) to Phase 6 (a full-blown pandemic). See Figure 1, below.

Phase 1: A virus in animals has caused no known infections in humans.

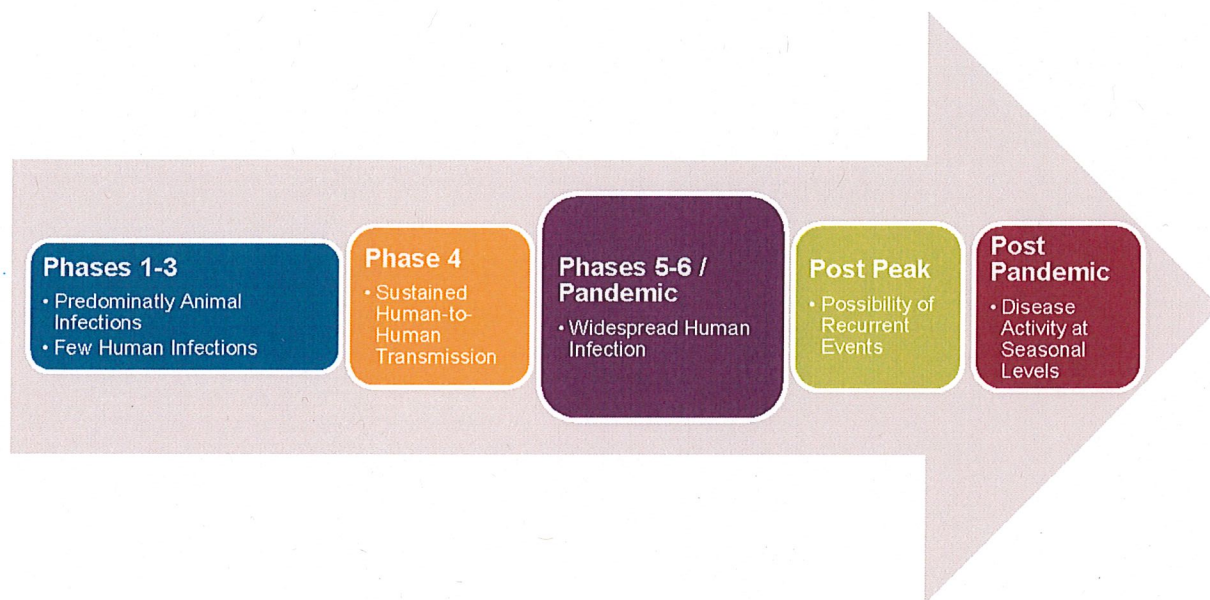
Phase 2: An animal flu virus has caused infection in humans.

Phase 3: Sporadic cases or small clusters of disease occur in humans. Human-to-human transmission, if any, is insufficient to cause community-level outbreaks.

Phase 4: The risk for a pandemic is greatly increased but not certain.

- Phase 5:** Spread of disease between humans is occurring in more than one country of one WHO region.
- Phase 6:** Community-level outbreaks are in at least one additional country in a different WHO region from phase 5. A global pandemic is under way.

Figure 1: Infectious Disease Phases (WHO)



Concept of Operations

We monitor the following levels of activation for our EOP and Emergency Operations Center:

Level 3 (lowest level):

This level implies that, with modest augmentation, the lead agency or program can address the primary needs of the response. In the United States, many small natural disasters or environmental responses fall into this activation level.

Level 2 (intermediate level):

This level implies substantial augmentation is required for the lead agency or program to meet response requirements.

Level 1 (highest level):

This level requires an agency wide response and often includes domestic and international partners. As an example, there have been five Level 1 activations since 2005: Hurricane Katrina (2005),

influenza A (H1N1) pandemic (2009–10), Ebola virus disease outbreak (2014–2016), Zika virus outbreak (2016–2017), and Coronavirus Disease 2019 (2019-202?).

Continuity of Operations (Annex Specific)

Important Notice

Occupational Health and Safety standards impose additional requirements on employers to protect employees from airborne infectious diseases like COVID-19 and pathogens transmitted by aerosols. Under section 3203 of California's general industry safety regulations, employers must establish, implement, and maintain an effective Injury and Illness Prevention Program (IIPP) to protect employees from workplace hazards. Employers are required to determine if the infectious disease is a hazard in their workplace. If it is a workplace hazard, then employers must implement infection control measures, including applicable and relevant recommendations from federal, state and local guidelines. It is the employer's responsibility to maintain a current and relevant IIPP.

All staff are to be informed regarding protective actions and/or modifications related to this plan. Messaging and risk communications during an emerging infectious disease or pandemic will be conducted by our Emergency Operations Center. Guidance and instructions on established infection control measures such as social distancing, personnel protective equipment and telework polices are provided by our Emergency Operations Center to assist in limiting the spread of influenza at the primary and alternate worksites.

Within the workplace, social distancing measures could take the form of:

- Modifying the frequency and type of face-to-face employee encounters (e.g., placing moratoriums on hand-shaking, substituting teleconferences for face-to-face meetings, staggering breaks, posting infection control guidelines);
- Establishing flexible work hours or worksite, (e.g., telecommuting);
- Promoting social distancing between employees and those with whom they interact to maintain six-foot spatial separation between individuals; and
- Implementing strategies that request and enable employees with influenza to stay home at the first sign of symptoms.

Frequent, daily contact is important to keep our employees informed about developments in our response, impacts on the workforce, and to reassure employees that we are continuing to function as usual.

When necessary, our planners and pandemic response teams will include deliberate methods to measure, monitor, and adjust actions to changing conditions and improved protection strategies.

- Implement a formal worker and workplace protection strategy with metrics for assessing worker conformance and workplace cleanliness.
- Monitor and periodically test protection methods.
- Track and implement changes in approved or recommended protection measures.
- Pre-position material and equipment onsite.
- Ensure essential personnel are at the primary worksite.

- Reaffirm that essential suppliers have their material and personnel on-hand and can respond, and support as planned.
- Coordinate with local public health and emergency response points of contact to ensure open, adequate communications.

Organization and Assignment of Responsibilities

We utilize the Standardized Emergency Management System (SEMS) which incorporates the Incident Command System (ICS) as the method of managing a crisis or event until operations return to “normal.” This includes activation, when necessary, of incident command posts and the activation of our EOC.

Plan Development

- During the health crisis it is vital that we capture lessons learned and alternative practices to our operations as they occur
- Maintain a central depository for this information to use it following the crisis to update this annex and our EOP in general
- It is our intent to review our EOP and annexes at least annually and update as necessary to maintain a best-practices EOP
- We will share this annex periodically with our Health partners to ensure it has captured the most current trends and practices

Authorities and References

In the United States, the responsibility for public health rests primarily with city or county and state public health agencies. All states and many large counties and cities have their own public health departments. Although many public health investigations are conducted with local resources, a city, county, or state health department can request field epidemiologic or laboratory assistance from the next higher-level public health agency in response to a large or complex outbreak or problem that requires additional staff, expertise, or other resources.

In the United States, the Centers for Disease Control and Prevention (CDC) is the highest-level public health agency. Federal prisons, military bases, and tribal reservations have their own independent health systems but also can request assistance from CDC. Globally, countries can request assistance for field investigations from the World Health Organization, which coordinates with its members for needed resources. The Centers for Disease Control and Prevention (cdc.gov) contains the most current and relevant information on specific exposures and the appropriate practices and protocols.

Incident Command Actions

Before

One of the best things to do prior to an infectious disease incident is to identify, collect, and maintain current and relevant contact information of organizations and agencies that will be important to our ongoing operations. These should include local, state, and federal public health jurisdictions such as:

- Your local health department contact
- (Searchable database <https://www.naccho.org/membership/lhd-directory>)
- California Department of Public Health – <https://www.cdph.ca.gov/>
- Centers for Disease Control and Prevention (CDC) - <https://www.cdc.gov/>

Building and maintaining relationships with local health officials cannot be over emphasized. This effort before an infectious disease outbreak will prove invaluable as we seek support and guidance in maintaining, shutting down, and resuming operations.

In addition to this practice it is important to identify and document operational norms and standards that you maintain on an ongoing basis. These records will greatly help you resume operations following a major infectious disease event.

During

We activate our Emergency Operations Plan at a level sufficient to stay ahead of issues as much as possible including the activation of:

- Communication annex
- Continuity of Operations Plan (COOP) annex

Additional actions include:

- Maintain contact with our local Health Department and coordinate our actions based upon their recommendations
- Collect preventive informational flyers and documents and disseminate to staff and/or students, as relevant
- Activate heightened surveillance of illness within our sites. Gather data on symptoms of all students and/or staff who are sick at home.
- Insure those who are ill stay home
- Send the sick home immediately
- Provide fact sheets and guidelines for families to make them aware of symptoms and remind them of respiratory hygiene etiquette
- Monitor bulletins and alerts from the Department of Health and Human Services
- Keep staff and students informed of developing issues
- Assist the Department of Health and Human Services in monitoring outbreaks
- Respond to media inquiries regarding organization attendance status
- Implement telework procedures, if necessary, so that staff can stay home
- Maintain surveillance after the initial epidemic in the event a second wave passes through the community

After

As with any major crisis or incident the major goal of our institution is to get things back to “normal.” This means restoration of our primary operations back to pre-incident or event levels. This is most effectively accomplished when there are accurate and well-maintained records and practices in place

that help us on this recovery journey. Following are key concepts and actions that should be considered in getting back to “normal.”

COVID-19 Specific Guidance

Respiratory Virus Guidance Snapshot

Core prevention strategies

Immunizations 	Hygiene 	Steps for Cleaner Air 	Treatment 	Stay Home and Prevent Spread*
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Additional prevention strategies

Masks 	Distancing 	Tests
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Layering prevention strategies can be especially helpful when:

- ✓ Respiratory viruses are causing a lot of illness in your community
- ✓ You or those around you have risk factors for severe illness
- ✓ You or those around you were recently exposed, are sick, or are recovering

***Stay home and away from others until, for 24 hours BOTH:**

+

Your symptoms are getting better You are fever-free (without meds)

Then take added precaution for the next 5 days

Landslides & Debris Flow

Landslides occur in all U.S. states and territories and can be caused by many factors including earthquakes, storms, volcanic eruptions, fire and human modification of land. The deadliest landslides are the ones that occur quickly, like debris flows, often with little notice. Whether you are at work or at home, the best way to prepare is to stay informed, and understand when a dangerous landslide is likely to occur.

In a landslide, masses of rock, earth or debris move down a slope. Debris and mud flows are rivers of rock, earth, and other debris saturated with water. They develop during intense rainfall, runoff, or rapid snowmelt, changing the earth into a flowing river of mud or “slurry.” They can flow rapidly, striking with little or no warning at avalanche speeds (faster than a person can run). They also can travel many miles from their source, growing in size as they pick up trees, boulders, cars and other materials. Debris flows don’t always stay in stream channels and they can flow sideways as well as downhill.

When a wildfire burns a slope, it increases the chance of debris flows for several years. Although some landslides require lengthy rain and saturated slopes, a debris flow can start on a dry slope after only a few minutes of intense rain. “Intense” rain means a burst of rain at a fast rate, about half an inch in an hour. With debris flows, the rate matters more than total rainfall.

How to protect staff, students and property depends on the type of landslide. Land-use zoning, professional inspections, and proper design can reduce many landslide problems but evacuation is often the only way to protect lives from a debris flow or other fast-moving landslide. Never ignore an evacuation order.

Before a Landslide

The following are things we can do to protect staff, students, visitors and property from the effects of a landslide or debris flow:

- To begin preparing, build an emergency kit and make sure our Communications Annex is up to date.
- Connect with our local emergency services, heed evacuation warnings.
- Leave if we have been told to evacuate or we feel it is unsafe to remain at our site. Text **SHELTER** + your ZIP code to **43362** (4FEMA) to find the nearest shelter in your area (example: *shelter 12345*).
- Prepare for landslides by following proper land-use procedures - avoid building near steep slopes, close to mountain edges, near drainage ways or along natural erosion valleys.
- Become familiar with the land around us. Learn whether landslides have occurred in our area by contacting local officials. However, don’t assume that what happened last time will happen next time. Debris flows can start in places they’ve never been and return to slopes where they’ve already been.
- Get an assessment of our College’s property by a qualified geotechnical professional.

- Consult a professional for advice on appropriate preventative measures for our College's sites.
- Protect College property based on the recommendations from the 'qualified geotechnical professional' and/or local city/county guidance on protection from debris flow and flooding. We can't stop or change the path of a debris flow. However, we may be able to protect College property from floodwaters or mud by use of sandbags, retaining walls or k-rails (Jersey barriers).
- In mud and debris flow areas, consider building channels or deflection walls to try to direct the flow around buildings. Be aware, however, that when a flow is big enough, it goes where it pleases. Also, if we divert the flow and it flows onto property owned by others, we may be liable for damages.

Recognize Warning Signs

Watch for debris flows and other fast-moving landslides that pose threats to life:

- If you are near a wildfire burn area, sign up for emergency alerts and pay attention to weather forecasts for the burn area. The weather in the burn area could be very different from where you are.
- Listen and watch for rushing water, mud, unusual sounds.
- Unusual sounds, such as trees cracking or boulders knocking together, might indicate moving debris.
- A faint rumbling sound that increases in volume is noticeable as the landslide nears.
- Fences, retaining walls, utility poles, k-rails, boulders, or trees move.
- Huge boulders in the landscape can be signs of past debris flows.

Watch for slow-moving landslides that pose threats to College property:

- Changes occur in landscape such as patterns of storm-water drainage on slopes (especially the places where runoff water converges) land movement, small slides, flows, or progressively leaning trees.
- Doors or windows stick or jam for the first time.
- New cracks appear in plaster, tile, brick, or foundations.
- Outside walls, walks, or stairs begin pulling away from the building.
- Slowly developing, widening cracks appear on the ground or on paved areas such as streets or parking lots.
- Underground utility lines break.
- Bulging ground appears at the base of a slope.
- Water breaks through the ground surface in new locations.
- Fences, retaining walls, utility poles, or trees tilt or move.
- The ground slopes downward in one direction and may begin shifting in that direction under your feet.

During a Landslide

- Activate our Emergency Operations Plan and follow the plan concerning all notifications and communications.
- Listen to local news stations on a battery-powered radio for warnings.
- Heed all warnings and evacuation notices.
- Be aware that by the time you are sure a debris flow is coming, that will be too late to get away safely. Never cross a road with water or mud flowing. Never cross a bridge if you see a flow approaching. It can grow faster and larger too quickly for you to escape.
- If you do get stuck in the path of a landslide move uphill as quickly as possible.
- Avoid river valleys and low-lying areas during times of danger.
- If you are near a stream or channel, be alert for any sudden increase or decrease in water flow or water that changes from clear to muddy. These can be signs that a landslide is coming.

After a Landslide

- Stay away from the slide area. There may be danger of additional slides.
- Listen to local radio or television stations for the latest emergency information.
- Watch for flooding. Floods sometimes follow landslides and debris flows because they may both be started by the same conditions.
- Check for injured and trapped persons near the slide, without entering the direct slide area. Direct rescuers to their locations.
- Report broken utility lines and damaged roadways and railways to appropriate authorities. Reporting potential hazards will get the utilities turned off as quickly as possible, preventing further hazard and injury.
- Allow trained professionals to check the building foundations, and surrounding land for damage.
- Replant damaged ground as soon as possible since erosion caused by loss of ground cover can lead to flash flooding and additional landslides in the near future.
- Seek advice from a geotechnical expert for evaluating landslide hazards or designing corrective techniques to reduce landslide risk. A professional will be able to advise you of the best ways to prevent or reduce landslide risk, without creating further hazard.

Power/Utility Failure

Extended power outages may impact the whole community and the economy. A power outage is when the electrical power goes out unexpectedly. A power outage may:

- Disrupt communications, water, and transportation
- Close retail businesses, grocery stores, gas stations, ATMs, banks, and other services
- Cause food spoilage and water contamination
- Prevent use of medical devices

Protect Students And Staff During A Power Outage

- Keep freezers and refrigerators closed
- Only use generators outdoors and away from windows or air intakes
- Do not use gas appliances for heating
- Disconnect appliances and electronics to avoid damage from electrical surges
- Have alternate plans for refrigerating medicines or using power-dependent medical devices
- If safe, go to an alternate location for heat or cooling

Electrical Systems

The M&O Department should identify the location of all electrical main and subpanels throughout the site

- Use a clean and clear site map of each site and label the map "Electrical Systems Field Operations Guide" (known as the Electrical Systems FOG)
- Indicate the locations of the main electrical shut-off and each sub-panel main shut-off in the Electrical Systems FOG
- Include a photo of each panel and label the photos corresponding to the panel numbers
- If panels do not have a numeric identifier, consider adding that at all panel locations
- Label the site main and subpanel main shut-off for each panel so as to minimize confusion
- Laminate or plastic-protect the Electrical Systems FOG and provide to designated and trained employee(s) who will be responsible for emergency shutdown and restoration following an electrical failure

Backup Supplies and Other Resources

- Identify all of the items needed that rely on electricity
- Identify and have emergency plans for students or staff relying upon medical devices powered by electricity and refrigerated medicines
- Find out how long medication can be stored at higher temperatures and get specific guidance for any medications that are critical for life
- Plan for batteries and other alternatives to meet our needs when the power goes out
- Sign up for local alerts and warning systems. Monitor weather reports

- Ensure that any carbon monoxide detectors are in working order and that battery backups are available
- Determine whether the phone system will work in a power outage and how long battery backup will last
- Review the supplies that are available in case of a power outage
- Have flashlights with extra batteries available for individual rooms or offices without exterior light sources
- Maintain an inventory of nonperishable food and water
- Regularly check the thermometer in the refrigerator and freezer so that we can know the temperature when the power is restored. Throw out food if the temperature is 40 degrees or higher
- Keep mobile phones and other electric equipment charged and gas tanks full

Survive During

When power goes out, a trained and responsible employee should:

- Keep freezers and refrigerators closed. The refrigerator will keep food cold for about four hours. A full freezer will keep the temperature for about 48 hours. Use coolers with ice if necessary. Monitor temperatures with a thermometer.
- Maintain food supplies that do not require refrigeration
- Avoid carbon monoxide poisoning. Generators and any fuel or gas-powered devices should always be used outdoors and at least 20 feet away from windows
- Turn off or disconnect all appliances, equipment, or electronics. Power may return with momentary "surges" or "spikes" that can cause damage

Power Restoration

- When in doubt, throw it out! Throw away any food that has been exposed to temperatures 40 degrees or higher for two hours or more, or that has an unusual odor, color, or texture
- If the power is out for more than a day, discard any medication that should be refrigerated, unless the drug's label says otherwise. If a life depends on the refrigerated drugs, consult a doctor or pharmacist and use medicine only until a new supply is available

Severe Weather

General

The State of California is vulnerable to a variety of severe weather hazards. This incident annex addresses the hazards associated with severe weather.

Hazard Analysis

Severe Thunderstorms

The National Weather Service (NWS) defines a severe thunderstorm as any storm that produces one or more of the following: a tornado, damaging wind speeds of 58 mph (50 knots) or greater, and/or hail 1 inch in diameter or larger.

Hail

Hail is considered severe when it reaches 1 inch in diameter. Hail can reach sizes much larger than the severe threshold size. Hail causes close to \$1 billion in damage to property and crops each year in the U.S. While property is typically at greatest risk for hail damage, the National Oceanic and Atmospheric Administration (NOAA) estimate that 24 people are injured from hail each year.

Incident condition

When severe weather occurs, the impacts can be devastating and may affect isolated locations or multiple jurisdictions simultaneously. When the impacts exceed the capabilities of local jurisdictions, the State must respond in a timely, organized, and efficient manner in order to save lives, mitigate property damage, and restore a sense of normalcy to the community. This response is coordinated through the Governor's Office of Emergency Services (OES) in concert with local, state, Federal, volunteer, and private sector partners.

Planning Facts and Assumptions

- Severe weather-related hazards can occur at any time throughout the year
- Local jurisdictions adversely affected by severe weather may declare local State of Emergency upon being impacted
- Local jurisdictions adversely affected by severe weather may utilize mutual aid agreements as part of their response to the disaster
- Local jurisdictions affected by severe weather may request resources from the State as the situation evolves
- The Governor may declare a State of Emergency for severely affected areas to enable State resources to rapidly assist affected jurisdictions as needed

Transportation Incident (Air, Sea, Land)

Background

Transportation systems have been the source of some of the modern era's biggest disasters. The September 11th attacks exploited the air transportation system to inflict catastrophic damage on New York and the Washington D.C. area. Air, marine, and surface systems have all produced high casualty count disasters.

Much of the vulnerability to transportation accidents is built into a community's transportation infrastructure. Some transportation accidents could fall under multiple categories. For example, the explosion of a fuel tanker on a bridge could fall under this section, hazardous materials, fires, or infrastructure failure. An accident doesn't have to happen locally for it to have a major impact on the community.

Air Transport

About 95% of all accidents involve general aviation (private aircraft) and only 5% involve commuter, charter, and scheduled airlines. Almost half (48%) of fatal commercial aircraft accidents occur during the final approach and landing phase of flight. The second most common phase is take off and initial climb (13% of fatal accidents). The FAA acknowledges this danger and requires airports to create special emergency plans that detail how they would respond to a crash within five miles from their boundaries. Nationally, despite the hundreds of thousands of planes that fly over urban areas, the number of crashes that have killed or injured non-passengers is very small.

Marine Transport

Maritime accidents include many different mishaps, such as grounding, capsizing, sinking, collision, fire, explosion and chemical spill. Worldwide, some of the worst maritime accidents have involved the sinking of passenger ferries. Many maritime accidents have a hazardous materials linkage. Great environmental damage has occurred as a result of oil spills.

Surface Transport

Accidents on surface streets, highways, and railways can cause multiple fatalities, large hazardous materials releases, and damage to infrastructure. Nationally, large accidents have involved passenger buses, fuel tankers, and train derailments. According to the Federal Highway Administration, the majority of weather-related car accidents happen on wet pavement or in rain.

Vulnerability

Transportation accidents present two sets of vulnerability. The first is to the vessels and vehicles themselves and the people in them. The second is to everything and everyone around them. People in transit are in an inherently vulnerable position. They are densely packed into vehicles or vessels

and then moved at high speed across environments in which they could not often survive without help (e.g. the ocean). When things go wrong, many passengers can get hurt.

As large vehicles and vessels move about, often containing hazardous materials, they are liable to affect people and the built environment around them. Areas near aircraft flight paths, highways, and the shoreline are more likely to be affected by an accident than other areas. Urban areas are inherently vulnerable due to high population density and the cost and complexity of the built environment through which transportation systems run.

Areas More Prone to Aviation Accidents

The areas that are most likely to be hit are the ones under or close to the flight paths, especially if they are within five-miles of an airport.

Consequences

Transportation accidents are a classic case of a hazard with a vast number of low-impact events and a minute number of high-impact events. Every year roughly 35,000 – 45,000 people die in transportation accidents in the United States. The clear majority of these are the result of motor vehicle accidents. Most motor vehicle fatalities occur in passenger vehicles and small trucks, and on freeways and principal arterials. While individual accidents are not large incidents, they have a large cumulative impact. The long-term trend has been down. Many programs and regulations have been established to improve safety and the means to handle the most frequent incidents fall well within the scope of daily operations of local government.

Occasionally, larger incidents occur that have a bigger, more lasting impact on the community and challenge the response capabilities of local government. Outlined below are characteristics of what we can expect from the “most likely” large incident and what we can expect from the “maximum credible” scenario.

With so many smaller transportation incidents, the most likely scenario is one that just exceeds the normal response capabilities of local government. This is in contrast to incidents like earthquakes in which individual occurrences are more likely to be high impact.

The most likely scenario would present a slightly higher level of impact. Despite the different transportation modes that might be involved, there are some similarities in impacts.

- There is high likelihood of fatalities. This is in contrast to other hazards in which the “most likely” scenario involves a lot more property damage.
- The geographic scope would be limited to the immediate scene of the incident with a strong possibility that transportation routes through the impacted area would be blocked. Infrastructure outages are also possible.
- The duration of the incident would be limited. It would be likely that rescue and recovery operations could be completed in less than a few days. Transportation and infrastructure outages would also be restored in a similar amount of time.
- Neighboring buildings and the people in them will probably be affected to some degree, but the majority of the casualties will be among those in the vehicle or vessel.

- Maritime accidents tend to involve more property damage, especially when ships collide with bridges and other infrastructure.
- There is a high likelihood of secondary hazards, especially fires and hazardous material spills. Transportation incidents can also be secondary hazards themselves.
- Overall, the most likely major transportation incident will be short, but intense. Unless there is major infrastructure damage (i.e., to a bridge) the recovery will probably quick and complete.