

Yosemite Community College District



EMERGENCY OPERATIONS PLAN

JULY 2024



EMERGENCY OPERATIONS PLAN

YOSEMITE COMMUNITY COLLEGE DISTRICT

June 1, 2024

SIGNATURES PAGE

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PROMULGATION STATEMENT

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 emergencies. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that the public’s welfare and safety is preserved.

The Yosemite Community College District Emergency Operations Plan (EOP) 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 emergencies on Yosemite Community College District (District) campuses.

This plan has been developed to reduce the potential impacts of an emergency or disaster on the District, with the response priorities of saving lives, protecting property, and safeguarding the environment. This plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of efforts of the various emergency staff and service elements utilizing the California Standardized Emergency Management System (SEMS) and the Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS). In accordance with Homeland Security Presidential Directive (HSPD) 5, all District departments that have responsibilities delineated in this EOP will use NIMS. NIMS allows and ensures proper coordination between local, state, and federal organizations in emergency response. The Incident Command System (ICS) will be utilized in all on-scene management of emergency events.

The Yosemite Community College District EOP ensures consistency with current policy guidance and describes the interrelationship with other levels of government. This plan will continue to evolve, responding to lessons learned from actual emergency experiences, ongoing planning efforts, training and exercise activities, and Federal and state guidance. All previous emergency operations planning documents, which have been incorporated in this plan, shall be destroyed.

The Yosemite Community College District EOP acknowledges that per Government Code Section 3100-3101, all District employees are declared “Disaster Services Workers” subject to such disaster service activities as may be assigned to them by their superiors or by law.

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


Henry Yong, Ed.D. Chancellor

06/04/2024
Date

FOREWORD

The Yosemite Community College District (YCCD) Emergency Operations Plan (EOP) is a guide to conducting an all-hazards response to emergencies occurring on our campuses. It is designed to be flexible and adaptable. The plan describes specific authorities and best practices for managing emergencies ranging from catastrophic natural disasters, such as flooding or wildfires, to intentional, man-made events like an active shooter incident.

The EOP defines the scope of preparedness activity necessary to make it an effective operational guide. In order to become familiar with their responsibilities and acquire the skills necessary to perform required tasks, emergency response personnel must attend training sessions regularly. In addition, exercises provide a means to validate plans, checklists, procedures, and evaluate the skills of emergency response personnel.

An effective emergency response hinges upon well-trained leaders, motivated and dedicated staff, and responders who have invested in emergency preparedness knowledge, tactics, and training.

The YCCD EOP was developed by the YCCD Safety and Security Working Group. The working group included: the Director of District Security, the Campus Security Supervisor from each college, the Vice President of Administrative Services from each college, the District's Risk Manager, the District's Director of Facilities Planning and Operations, the Campus Facilities Manager from each college, the District's Director of Enterprise Services – Operations, and the District's Transportation Services Manager.

YOSEMITE COMMUNITY COLLEGE DISTRICT
Emergency Operations Plan
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BASIC PLAN

Chapter 1 PURPOSE, SCOPE, AND SITUATION OVERVIEW

Section 1.0 Purpose

The purpose of the Yosemite Community College District’s Emergency Operations Plan (EOP) is to outline preparedness and response activities regarding the various hazards that exist throughout the District. It is designed to clarify expectations for an effective response and to seamlessly integrate the processes and procedures described in the National Response Framework, as well as local emergency operation plans or procedures.

Section 1.1 Scope

This Emergency Operations Plan is a campus-level plan that guides the emergency response of appropriate District personnel and resources during an emergency. It is the official Emergency Operations Plan for the District and supersedes previous plans and precludes employee actions not in concert with the intent of this plan or the emergency organization created by it. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan or any included appendices or annexes.

The Plan and organization shall be subordinate to State or Federal plans during a disaster declaration by those authorities.

This EOP applies to all activities conducted by District personnel, students and visitors. The emergency management procedures for specific buildings/facilities and departments are consistent in framework but may vary in scope based upon the individual activities, operations and hazards.

As noted previously, during emergencies and disasters all District employees are declared “Disaster Services Workers” subject to such disaster service activities as may be assigned to them by their superiors or by law (Government Code Section 3100-3101).

Section 1.2 Situation Overview

FEMA identifies an “Emergency” as any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

With the large number of employees and students on our campuses, safety is always a top priority. In the event that the need to render assistance in an emergency arises, the District has developed systems for effectively managing emergency situations. The District has prepared this EOP to guide response actions that require a high level of coordination.

The most crucial element during an emergency is the need to act quickly and appropriately. Employees should become familiar with the EOP and their specific responsibility as a faculty or staff member.

Additionally, all employees must become knowledgeable about the following issues in their specific work environments:

- Evacuation routes, including for people with disabilities
- Locations of designated shelter areas.
- Locations of fire alarms.
- Locations of fire extinguishers.
- Locations of Automated External Defibrillators (AEDs).
- Location of Crisis Response containers
- Location of evacuation chairs

Section 1.3 Planning Assumptions

This EOP serves as a practical guide with modifications made to meet the demand of each emergency; because no plan can anticipate or predict every scenario, emergency management personnel must quickly adapt to events as they unfold. To this end it is assumed:

- Emergency situations individually, or in combination, may cause grave impacts on the District. These situations can vary in scope and intensity, from isolated areas of minimal impact to wide-ranging devastation.
- Planning is universal, based on the “all-hazards” approach.
- Planning recognizes and supports the principles of the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), the Incident Command System (ICS), the National Response Framework and Presidential Policy Directive 8.
- Employees prepare for and assume responsibility for assigned duties.
- Employees attend staff development dedicated to emergency response training.
- Planning incorporates all physical locations and settings for which the District has responsibility.
- Close professional working relationships are established with appropriate external agencies prior to an emergency situation, i.e., local, state, and federal law

enforcement; fire departments; emergency management services; public health agencies; as well as medical facilities and volunteer organizations such as the American Red Cross.

- Public information is of vital importance and, as all emergencies are newsworthy and may receive media coverage including social media, the District will monitor and respond appropriately.
- The Crisis Response Center (CRC) procedures provide for the centralized location of the five functional sections of incident response consistent with NIMS: Command; Operations; Planning; Logistics; and Finance.
- The CRC procedures will be adequate for most disaster conditions that could arise on our campuses and within the District.
- During response and recovery phases, officials under this EOP have the responsibility to save lives, protect property, relieve human suffering, sustain survivors, support constituencies, restore services, repair essential facilities, and protect the environment.

Section 1.4 Definitions

All Hazards: Any incident or event, natural or human caused, that requires an organized response by a public, private, and/or governmental entities in order to protect life, public health and safety, and property, as well as to minimize any disruption of governmental, social, and economic services.

Assessment (Threat or Hazard): The method for determining risk and the resources and issues to be addressed in the EOP. Assessments include, but are not limited to: site assessments, culture and climate assessments, behavioral threat assessments, and capacity assessments.

Crisis Response Center: The Crisis Response Center (CRC) is the centralized location for the five functional sections of the Emergency Response Team, consistent with NIMS: Command; Operations; Planning; Logistics; and Finance.

Drill: A drill is a coordinated, supervised activity usually employed to test the operational preparedness or functional ability of an organization to handle a specific type of event.

Emergency Response Team (ERT): A group of people who prepare for and respond to any emergency incident, such as a natural disaster or an interruption of business operations. This team is generally composed of specific members designated before an incident occurs, trained and prepared to fulfill certain Emergency Management roles required by the specific situation. Ideally the team has already defined a protocol or set of actions to perform to mitigate the negative effects of the incident.

Emergency Response Teams are often a component of an Incident Command System (ICS).

Emergency Operations Plan (EOP) – A plan to outline preparedness and response activities

regarding the various hazards that exist throughout the District.

Exercise: An exercise is designed to test, whether in a functional design or full scale, and evaluate individual capabilities, multiple functions or activities within a function, or interdependent groups of functions.

Incident Command System (ICS): A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure scalable to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

Mitigation: The capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency.

National Incident Management System (NIMS): A systematic, proactive approach guiding government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework (NRF): The NRF is a guide to how the Nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities across the Nation.

Presidential Policy Directive 8 (PPD-8): This directive orders the strengthening of the security and resilience of the United States through systematic preparation for the threats that pose the greatest risk to the security of the nation, including acts of terrorism, cyber-attacks, pandemics, and catastrophic natural disasters.

Prevention: The capabilities necessary to avoid, deter, or stop an imminent crime, or threatened or actual mass casualty incident.

Protection: The capabilities to secure against acts of terrorism and man-made or natural disasters.

Response: The capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.

Recovery: The capabilities necessary to restore a location or setting affected by an event or emergency.

Standardized Emergency Management System (SEMS): SEMS is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. SEMS incorporates ICS, Multi/Inter-agency coordination, Mutual aid and the Operational Area Concept.

State of Emergency: A government or division of government (i.e. on a municipal, provincial/state level) may declare that their area is in a state of emergency. This means that the government can suspend and/or change some functions of the executive, the legislative and/or the judiciary during this period of time. It alerts citizens to change their normal

behavior and orders government agencies to implement emergency plans. A government can declare a state of emergency during a time of natural or human-made disaster, during a period of civil unrest, or following a declaration of war or situation of international/internal armed conflict.

Training: Training may consist of briefings, to disseminate information about policy and/or procedures and/or hands-on training, to provide performance-based skills.

Vulnerabilities: The characteristics which make a setting or individual more susceptible to identified threats or hazards.

Chapter 2 CONCEPT OF OPERATIONS

Section 2.0 General

In any emergency situation, the top priorities are:

- Life safety
- Incident stabilization
- Protection and preservation of property and the environment

The Emergency Response Team (ERT) will immediately respond to an emergency incident occurring on District property and will request additional external and internal resources as necessary to address the situation. The ERT will issue alerts and instructions to the campus community as the situation warrants.

If a prolonged emergency operation occurs, the ERT and Crisis Response Center (CRC) may be activated to coordinate support for District staff, faculty, and students during and after an incident, and to ensure continuity of operations. The Incident Command System (ICS) will be used to manage and control the emergency response.

Based on the severity and magnitude of the emergency, the District Chancellor / College President may proclaim a campus “State of Emergency.” When a state of emergency is proclaimed, the campus may be closed, or access restricted to certain buildings. Persons who do not have an emergency response role or who cannot show proper identification or authorization may be denied entry.

This Emergency Operations Plan (EOP) is supported by the local, state, and federal organization levels of emergency management. Preparedness, prevention, response, recovery and mitigation are general responsibilities of all levels of government, working together to provide a delivery system to meet the needs of the response community. Emergency operations will be initiated at the lowest level of government able to respond

effectively and efficiently.

Section 2.1 California Emergency Plan

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

Section 2.2 Proclamation of a State of Emergency by the Governor

The Governor is empowered to proclaim a State of Emergency when the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, terrorism or earthquake or other conditions, other than conditions resulting from a labor controversy or conditions causing a State of War Emergency, or is requested to do so by local authorities, or finds that local authority is inadequate to cope with the emergency. See Article 2, Section 8558 (b), California Emergency Services Act for additional information.

Government Code 8550: The state has long recognized its responsibility to mitigate the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and the resources of the state, and generally to protect the health and safety and preserve the lives and property of the people of the state. To ensure that preparations within the state will be adequate to deal with such emergencies, it is hereby found and declared to be necessary:

(e) To authorize the establishment of such organizations and the taking of such actions as are necessary and proper to carry out the provisions of this chapter. It is further declared to be the purpose of this chapter and the policy of this state that all emergency services functions of this state be coordinated as far as possible with the comparable functions of its political subdivisions, of the federal government including its various departments and agencies, of other states, and of private agencies of every type, to the end that the most effective use may be made of all manpower, resources, and facilities for dealing with any emergency that may occur.

Section 2.3 Standardized Emergency Management System (SEMS)

Government Code 8607 (a): Indicates the Standardized Emergency Management System (SEMS) is the system for managing response to multi-Authority and multi-jurisdiction emergencies in California. SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement, existing mutual aid systems, the operational area concept, and multi-Authority or inter-Authority coordination. Local governments must use SEMS to be eligible for funding of their personnel-related costs under the state disaster assistance programs.

Section 2.4 Special District

Government Code 8680.2. "Local agency" means any city, city and county, county, county office of education, community college district, school district, or special district.

Section 2.5 Declaration of Emergency

The California Emergency Services Act and NIMS/SEMS defines an emergency as "conditions of disaster or of extreme peril to the safety of persons and property..." by natural or human causes. Environmental considerations are also a factor.

District Proclamation of an Emergency

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

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

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

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

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

Section 2.6 Plan Activation

This EOP is activated in response to an actual or potential emergency which occurs or is

likely to occur on or within the immediate area of the District locations.

However, the District maintains an active approach to prevention, preparedness, response, recovery, and mitigation at all times.

Once an emergency has been proclaimed, the members of the Emergency Response Team, whose responsibilities are described below, and other support personnel, are to the extent possible, relieved of routine duties, to more fully concentrate on the tasks at hand.

The Chancellor / President maintains executive control of the EOP. District personnel and equipment will be utilized to provide priority protection of life, preservation of property, and restoration services to the District. The members of the ERT will determine the manner in which resources are utilized.

PROCLAMATION OF A CAMPUS STATE OF EMERGENCY

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

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

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

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

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the **County of Stanislaus.**

Name

Date

Title

PROCLAMATION OF A CAMPUS STATE OF EMERGENCY

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

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

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

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

IT IS FURTHER ORDERED that a copy of this proclamation be forwarded to the **County of Tuolumne.**

Name

Date

Title

Chapter 3 **DIRECTION, CONTROL, AND COORDINATION**

Section 3.0 Authority

The manner in which the District conducts emergency operations on campus is governed by State and Federal legislation. The ability to proclaim a campus State of Emergency is governed by District policy. The Yosemite EOP fulfills the District's responsibilities to adhere to the:

- Standardized Emergency Management System (SEMS).
- Incident Command System (ICS).
- National Incident Management System (NIMS).

Section 3.1 Succession Authority

The authority to proclaim a campus state of emergency rests with the Chancellor / President, but to avoid any unnecessary delay in his/her absence the authority may be designated using the succession list below.

Section 3.2 Order of Succession

In the Chancellor / President's absence, the first administrator from the below "Chain of Command" list who can be reached may make decisions on behalf of the Chancellor / President in emergency situations, including the proclamation of a campus State of Emergency.

The "Chain of Command" for the colleges is as follows:

1. President
2. Vice President, Instruction
3. Vice President, Student Services
4. Modesto Junior College – Vice President, College & Administrative Services
Columbia Community College – Senior Director of Administrative Services
5. Director of District Security and Emergency Preparedness
6. College Campus Security Supervisor

The “Chain of Command” for the District is as follows:

1. Chancellor
2. Vice Chancellor, District Administrative Services
3. Vice Chancellor, Information Technology and Institutional Research
4. Director of District Security and Emergency Preparedness
5. College Campus Security Supervisor where the incident is occurring

The declaring official must complete and sign a Proclamation of a Campus State of Emergency.

Section 3.3 Activation Levels

The overall objective of emergency management is to effectively manage resources in preparing for and responding to situations associated with emergencies. To carry out its responsibilities, the Emergency Response Team (ERT) has adopted the three levels of emergency response from the State Office of Emergency Services. These levels provide planning guidance for a phased response approach to specific situations. Upon notification of the existence of a threat to public safety, property, or the environment, (e.g., fire, active shooter, earthquake, severe storm, etc.), the Chancellor / College President, or designee, will call together key management staff to discuss the scope of the emergency and make a decision regarding CRC activation and the level of activation.

Specifically, these response levels are:

- Level I (Minor)
- Level II (Moderate)
- Level III (Full)

Level I (Minor): A minor to moderate incident wherein local resources are adequate and available. A Local Emergency may or may not be proclaimed. A partial CRC may be activated to direct necessary actions based on the Emergency Operations Plan until the emergency or threat no longer exists. Off-duty personnel may be recalled.

Level II (Moderate): A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional basis. A campus state of emergency may be proclaimed by the Chancellor / President or designee. A partial or full CRC may be activated to direct necessary actions based on the Emergency Operations Plan until the emergency or threat no longer exists. Off- duty personnel may be recalled.

Level III (Full): A local or regional disaster wherein resources in or near the impacted area are overwhelmed and extensive State and/or Federal resources are required to mitigate the

situation; a **PROCLAMATION OF A CAMPUS STATE OF EMERGENCY** will be proclaimed by the Chancellor / President. This level requires full activation of the CRC and all CRC Coordinators, District emergency disaster workers, and student and community volunteers to successfully manage containment and recovery.

Campus Emergency Organization

Information and communication flows up and down within the organizational structure. The EOP framework consists of three (3) major elements:

- The President's Emergency Directives
- The Crisis Response Center (CRC)
- Incident Command Post (ICP)/Field Operations

The Chancellor / President, or designee, has the ultimate responsibility for the activation, oversight, and termination of the Crisis Response Center (CRC). The Chancellor / President may proclaim a State of Emergency throughout the District or a portion of the District and can officially downgrade the State of Emergency to a business-as-usual state. In the absence of the Chancellor / President, refer to Succession Authority (3.3 Order of Succession).

Upon receiving notification from District security, other law enforcement or fire authorities, or any other verifiable and credible source that an emergency does or may exist, the Chancellor / President, or designee, will assess the magnitude of the emergency. For significant incidents, local law enforcement or fire will respond and establish an Incident Command Post (ICP) in the field and designate an Incident Commander (IC). If necessary, a SEMS/NIMS response will be initiated, relevant elements of the EOP activated, and the appropriate management section coordinators ordered to establish the Crisis Response Center (CRC).

Section 3.4 Field Operations

Incident Command Post (ICP)

If the emergency involves a small part of the campus or is in the initial phase of a major incident or disaster, an Incident Command Post (ICP) should be established either by District security or local public safety. District security can achieve this by strategically placing a command vehicle (e.g. District security vehicle) with communications capability as near to the emergency scene as is safe and appropriate. The ICP should be staffed and have minimal equipment and supplies necessary to be functional and operational.

This may include:

- Barricades, barrier tape, and signage
- Portable radios and mutual aid capable radio
- Portable public address system

- Emergency Response Kits/Crisis Response Kits
- Campus telephone directory, Emergency Response Plan
- Pop-up shade shelters

Mutual Aid

As the need for assistance escalates beyond the resource capacity of the District, outside assistance may be requested from a variety of sources. In most cases where Mutual Aid is required the District will work with the local public safety agencies for assistance. However, in some incidents, such as an act of terrorism, Federal agencies will respond as well.

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, region, and state levels. For the District, the CRC Coordinator will request contact from the County Operational Area mutual aid coordinator. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next level.

The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure adequate resources, facilities and other support is provided to jurisdictions and/or special districts, such as the District, whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act. This Agreement was developed in 1950 and has been adopted by the state, all 58 counties and most incorporated cities in the State of California.

The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate, and prepare mutual aid agreements.

Mutual aid agreements exist for:

- Law enforcement
- Fire services
- Medical
- Emergency Management
- Public Utilities
- Building Inspectors

- Coroner, and others

Mutual aid may also be obtained from other states. Interstate mutual aid may be obtained through direct state-to-state contacts, pursuant to interstate agreements and contracts, or may be coordinated through federal agencies.

Unified Command

As local public safety (Law Enforcement/Fire) arrive on scene and take charge of field response activities a Unified Command Post (UCP) should be considered. A Unified Command Post is part of the Incident Command System (ICS). It is an authority structure in which the role of incident commander is shared by two or more individuals, each already having authority in a different responding agency. Should a CRC activation occur, real time intelligence would be shared immediately between the field incident commanders in the “Unified” Command Post and the Operations Coordinator assigned to the CRC.

Section 3.5 CRC Operations Crisis Response Center

A Crisis Response Center (CRC) is a central location from which the District Emergency Management Team can provide interagency coordination and executive decision making in support of incident response and recovery operations.

The CRC does not command or control on-scene response efforts. Units in the field receive direction from an Incident Commander in accordance with the principles of the Incident Command System (ICS). The CRC is considered a Multi-Department coordination entity intended to support field units by providing overall coordination and resources. In addition, the CRC begins to focus on recovery and continuity of operations for the District.

The CRC does this through:

1. Collecting, evaluating and disseminating incident information;
2. Analyzing District impacts and setting priority actions; and
3. Managing requests, procurement and utilization of resources.

The decisions made through the CRC are designed to be broad in scope and offer general guidance on priorities. NIMS provides a support hierarchy where, if an incident grows beyond the capability of the District’s first responders, activation of the District’s CRC allows for mutual aid requests facilitated through the appropriate County’s Office of Emergency Services.

The purpose for activating the District CRC is to request aid in support of solicitations from first responders. When any Special District or City in a County activates their CRC, by state policy the County of jurisdiction must activate their Emergency Operations Center (EOC) in order to provide that support.

Emergency Operations Center Operational Region

- The State of California is divided into three Emergency Operations regions; Inland,

Coastal and Southern.

- The District is located in the Inland Region, which is headquartered in Sacramento.
- If an incident grows beyond the capability of the Tuolumne or Stanislaus County EOC they can request aid from the Regional EOC (REOC).
- If the REOC requires aid they can request it from the State EOC.
- In the case of a major disaster, such as hurricane Katrina, the State EOC will request aid from the Federal Government.

Modesto Junior College CRC Sites

East Campus:

- The primary CRC is located in the Campus Security area of the Journalism building.
- The secondary CRC is located on the 2nd floor of the Morris Memorial Building.
- Should the East Campus be uninhabitable due to the emergency, Emergency Management staff will utilize the Regional Fire Training Center.

West Campus:

- The primary CRC is located in the District Office Building, Conference Room B.
- The secondary CRC is located in Sierra Hall, Room 235.
- Should the West Campus be uninhabitable due to the emergency, Emergency Management staff will utilize the Regional Fire Training Center.

Columbia College CRC Sites

- The primary CRC is in the Manzanita Building, President's Conference Room.
- The secondary CRC is the Public Safety Center.
- Should the campus be uninhabitable due to the emergency, Emergency Management staff will utilize Columbia Elementary School.

CRC Telephones

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

Radio Equipment

A communications cache should be staged at the ICP and/or CRC. This cache will be capable of broadcasting on any District frequencies. Each CRC will be equipped with two additional radios with chargers.

CRC/ICS equipment and materials

The primary CRC should be outfitted with the material needed for each of the specific functions (Management, Operations, Planning/Intelligence, Logistics and Finance) This material should include the necessary position vests, safety equipment, EOP copy, checklists of responsibilities, required clerical and incident documentation and any other necessary supplies unique to that function.

When a CRC is activated, designated CRC personnel should report directly to the primary CRC unless directed otherwise. The primary CRC site should be maintained in a state of readiness to support immediate response to emergencies.

In the event that the primary CRC is unavailable, personnel will be directed to the secondary CRC. Utilizing this CRC will take preparation and movement of equipment to get it to a functional state.

In the event that neither the primary or secondary CRC sites are available, CRC staff will receive direction from the CRC Director regarding where to report. The CRC supplies will be transported to the identified CRC site.

Each designated CRC position optimally has at least two (2) trained personnel ready for response. Many of these positions are cross-trained to understand the functions of the other CRC positions. Position checklists, located in the CRC, allow staff trained in other positions to step in and accomplish the primary duties of each position, when necessary.

CRC Action Plans

A CRC Action Plan focuses on supporting the field response by providing reports on activities, mutual aid, and a history of the incident. The Plan also projects needs and identifies resources not available at an Incident Command Post.

ICS Form 201 (Incident Briefing) and 202 (Incident Objectives) can serve as part of the Incident Action Plan.

A CRC Action plan is a written document which is produced at the first activation of the CRC and then again at the beginning of every operational period, as long as the CRC is activated. It is a collaboration of information from the Emergency Management Team and the Section Coordinators, with the Planning and Intelligence Section Coordinators responsible for producing the document.

The purpose of the Action Plan is to:

- Establish Direction - Set Priorities
- Establish Operational Objectives
- Determine the Operational Period
- Add Accountability by having a standardized, written document
- Reduce Redundancy
- Provide Valuable Documentation

The plan will identify the operational period. It will summarize the current situation, detail the CRC objectives related to the emergency or event, and identify responsible parties. Objectives should be realistic, measurable and identifiable.

The Action Plan is approved by the CRC Director.

CRC After-Action Report

An After-Action Report (AAR) will be written. The AAR will provide, at minimum, response actions taken, necessary modifications to plans and procedures, identified training needs, and recovery activities to date. The AAR will serve as a source for documenting the District emergency response activities and identifying areas of concerns and successes. It will also be utilized to develop and describe a work plan for implementing improvements.

The AAR is a public document and will be made available upon request. The AAR will be written in simple language, well structured, brief and well presented, and geared to multiple audiences. The AAR is due within 60 days after an incident has been resolved and ended.

Chapter 4 ORGANIZATIONAL AND ASSIGNMENT RESPONSIBILITIES

Section 4.0 Organizational and assignment responsibilities

This portion of the EOP defines the roles and responsibilities of the District in response to an emergency. Every District student and employee can potentially play a role in the EOP. Perhaps the most critical aspect of the EOP is communication and accurate reports from the scene of an incident which is essential to providing adequate emergency services. Similarly, the campus community must receive up-to-date instructions concerning emergency response procedures and news of evolving events.

Section 4.1 Organizational Roles Students

Every student should familiarize themselves with emergency procedures, emergency exits and evacuation routes in buildings they use frequently. Students should be prepared to assess situations quickly but thoroughly and use common sense in determining a course of

action. They should evacuate to assembly areas in an orderly manner when an alarm sounds or when directed to do so by emergency personnel. Campus Security provides information and training to help students know what to do in emergencies and how to prepare ahead of time.

Administrators, Department Chairs and Supervisors

General responsibilities consist of preparing their facilities and personnel for potential emergencies by disseminating and implementing Emergency Procedures and by adhering to contemporary standards of safety and preparedness. They should also work cooperatively with the Campus Security Supervisor, Building Emergency Team and Emergency workers in preparing for and responding to any campus emergency.

Faculty and Staff

Every member of the faculty and staff should familiarize themselves with Campus Emergency procedures, Emergency Exits and Building Evacuation Routes.

Employees should be prepared to assess situations quickly and thoroughly and use common sense in determining a course of action. They should immediately report non-life-threatening emergencies to Campus Security. In the event of a life-threatening emergency, local first responders should be notified first by calling 911. Campus Security should then be notified as soon as practical.

Faculty members are seen as leaders by students and should be prepared to direct their students to assembly points in the event of an emergency. They may be asked to perform duties differing from those in their normal job description until the State of Emergency no longer exists. This may also be referred to as simply an “emergency” since a “State of Emergency” may not have been proclaimed.

Section 4.2 Building Emergency Team (BET) Program

The BET implements procedures to identify and correct potentially hazardous or unsafe working conditions and mitigate risk where appropriate, through the knowledge of policies and procedures. Other responsibilities include:

- Maintains emergency contact lists for BET members and any other contacts critical to emergency response or recovery.
- Maintains, at all times, a Building Coordinator and enough BET members to perform an evacuation sweep of building(s) within five minutes of a fire alarm or emergency.
- Provides assessment and feedback to team members and encourages lessons learned and constant refinement of building evacuation plans.
- Cooperate with the Campus Security Supervisor to provide BETs with any evacuation equipment and supplies deemed necessary. These might include personal protective equipment, flashlights, walkie-talkies, bullhorns, etc.

- Coordinate regular training with Campus Security Supervisor.
- Identify and enlist BET members, those individuals within buildings who would be diligent in performing BET responsibilities.
- Work with BET members to create an evacuation and communication plan.
- Schedule regular meetings with your BETs to review best practices and lessons learned and continue to refine the evacuation plan.

Building Emergency Team Personnel

Each building or facility shall maintain a Building Emergency Team which are identified by wearing orange vests, under the supervision of a Senior Building Coordinator, which will respond to and assist in the evacuation of their assigned building upon activation of a fire alarm or at the first notice of a life-threatening condition requiring the immediate evacuation of a building's occupants, whether or not the alarm has sounded.

Responsibilities:

- Support BET Coordinator to create and practice a comprehensive building evacuation plan;
- Practice with fellow team members to develop the most thorough and timely evacuation procedures;
- Perform a sweep of your assigned area, consistent with personal safety to ensure that all persons are alerted to evacuate the building when such an evacuation is required;
- Evacuate occupants to the inside or outside assembly areas according to instructions provided by the Incident Commander or designee;
- Ask persons with disabilities if they need assistance to evacuate the building;
- Escort persons with special needs, who cannot self-evacuate to stairwells and alert the Building Coordinator and Emergency responders of their locations;
- Prevent persons from entering an evacuated building until notified by the Building Coordinator that the building is safe and cleared for re-entry;
- Notify the Building Coordinator of any obvious hazardous conditions within their building;
- Obtain first aid services for injured students; and
- If trained and certified in first aid, render first aid, if necessary.

Section 4.3 Executive Policy Group

The Executive Policy Group is the executive level oversight and strategic decision-making body for the District during a crisis situation and performs the role of the Policy Group in the Incident Command System. The Group has the authority to make strategic policy-level, financial and legal decisions in response to the incident or event. If the implications of a crisis require senior executive decision making, have potential long-term implications on the viability and reputation of the District, or require significant changes in existing policies, the CRC Director will request the Group become involved in the day-to-day management of the crisis. The Group makes proactive policy decisions to mitigate expected impacts and is responsible for ensuring the Board of Trustees, local elected officials, and other critical stakeholders are notified during applicable incidents.

The Group is comprised of the following:

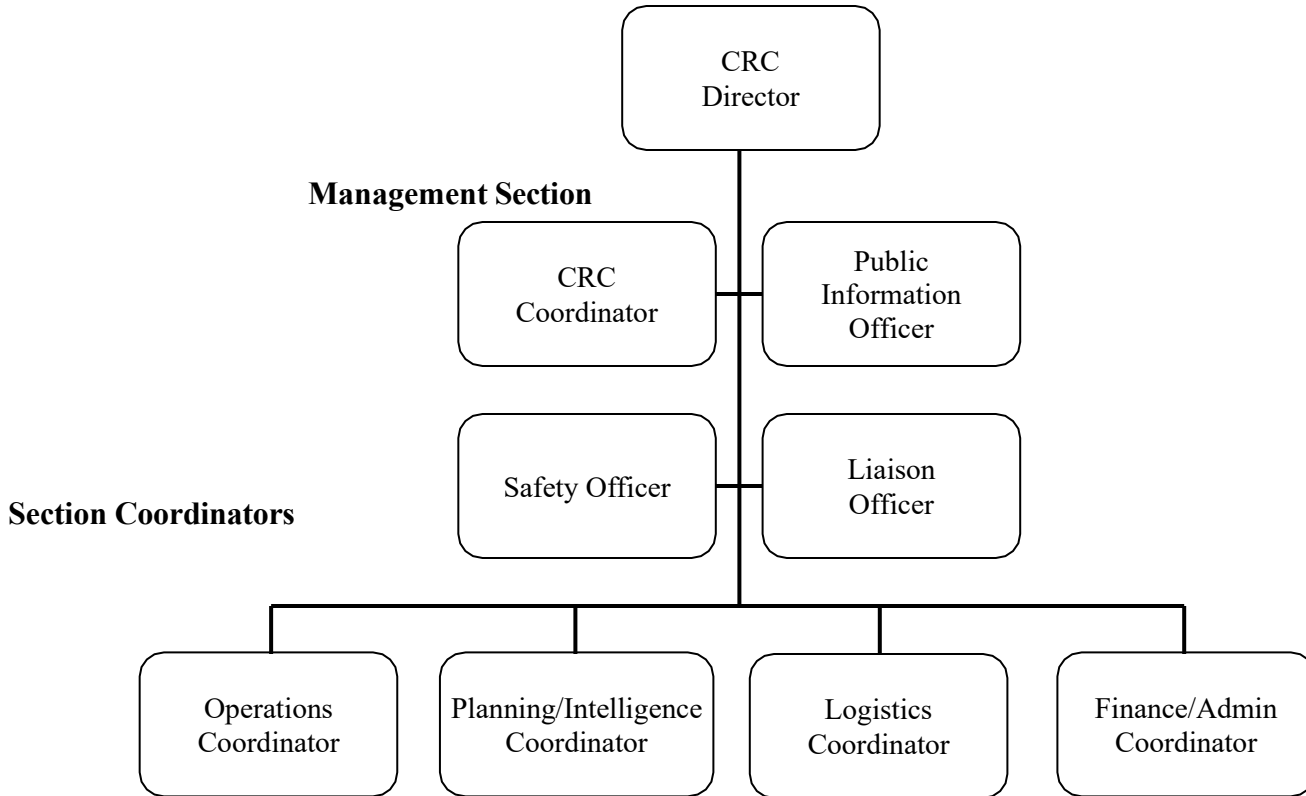
- Chancellor
- Vice Chancellors
- President of Columbia College
- President of Modesto Junior College

Section 4.4 Crisis Response Center

Personnel assigned to the Crisis Response Center (CRC) are organized in accordance with NIMS/SEMS guidelines. The five Sections within the CRC are:

- Management Section
- Operations Section
- Planning/Intelligence Section
- Logistics Section
- Finance/Administration Section

CRC Organization Chart



Management Section

The Management Section members make up the **Emergency Response Team (ERT)**. In general, the Management Section is responsible for overall management and coordination of emergency response and recovery operations of any given incident; overseeing and managing the five (5) Sections of the CRC; coordinate and liaison with appropriate federal, state and other local government agencies, as well as applicable segments of private sector entities and volunteer organizations; establish priorities and resolve any conflicting demands for support; prepares and disseminates emergency communications, notifications and public information; and disseminates other essential data and information regarding impacts and damage.

Specific responsibilities of the ERT include, but are not limited to:

1. Strategic
 - a. Provides leadership and motivation.
 - b. Provides direction and vision for recovery and post-emergency restoration.
2. Resource Allocation
 - a. Ensures adequate resources provided to meet needs.
 - b. Empowers staff to implement response plans.
 - c. Establishes and authorizes emergency budgetary parameters.
 - d. Coordinates recovery with individual operating units.
 - e. Authorizes contingency contractual agreements.
3. Operations
 - a. Orders suspension or interruption of operations.
 - b. Approves extension of or waiving of deadlines.
 - c. Pursues means to resume normal operations as quickly as possible.
4. Communications
 - a. Notifies, informs and updates all constituencies and stakeholders.
 - b. Ensures applicable policy decisions are communicated.
 - c. Serves as interface with counterparts at local, state and federal levels as appropriate.
 - d. Authority over public information releases.

5. Incident Specific
 - a. Establishes incident response level.
 - b. Determines the college campus status and identifies needs/responsibilities.
 - c. Conducts post-emergency briefing.
6. Planning
 - a. Ensures organizational readiness through appropriate planning processes.
 - b. Authorizes overall college response strategies and plans.
 - c. Supports and participates in training, exercises and outreach.

MANAGEMENT SECTION POSITIONS (Assigned personnel to be determined by each college's administrative team.)

CRC Director

The CRC Director has overall responsibility and authority for the operation of the CRC. The CRC Director assures that the CRC is staffed and operated at a level commensurate with the emergency; assists in developing and approves the Incident Action Plan (IAP); coordinates the activity of all command and general staff; upon CRC deactivation, ensures that an After Action Report (AAR) is prepared and all corrective actions noted in the report are completed in the specified time frame.

CRC Coordinator

The CRC Coordinator serves as an advisor to the CRC Director and General Staff as needed; oversees the overall functioning of the CRC by providing knowledge and guidance of the activation and internal functions of the CRC and ensures compliance with Operational Area emergency plans and procedures; provides good working knowledge of systems, equipment and processes used in CRC activations and operations; assists the Liaison Officer in ensuring proper procedures are in place for directing Agency Representatives and conducting VIP/Visitor tours of the CRC; ensures policies and procedures within the CRC are maintained including security procedures and accurate and appropriate display of identification and section specific identifiers (color coded vests).

Public Information Officer

The Public Information Officer (PIO) is responsible for providing news and information on the emergency to the media, public, all departments and required agencies; ensuring that all information released is accurate, timely, and in accordance with legal and policy guidelines; oversees and supervises the disaster hotline; responsible for multimedia communication messages including, but not limited to; the website, television, Twitter, Nixle, Facebook, Radio, emergency telephone notifications and other tools; in larger disasters, the PIO may expand and a representative may be sent to the Joint Information Center (JIC).

information released is accurate, timely, and in accordance with legal and policy guidelines; oversees and supervises the disaster hotline; responsible for multimedia communication messages including, but not limited to; the website, television, Twitter, Nixle, Facebook, Radio, emergency telephone notifications and other tools; in larger disasters, the PIO may expand and a representative may be sent to the Joint Information Center (JIC).

Liaison Officer

Incidents that are multi-jurisdictional, or have several involved agencies, may require the activation of the Liaison Officer. The Liaison Officer's function is to provide a primary point of contact for all incoming agency representatives assigned to the CRC. The Liaison Officer will ensure that agency representatives are provided with the necessary workspace, communications, information and internal points of contact necessary to perform their responsibilities. The Liaison Officer will also ensure that the CRC Director is informed as to which agencies are represented in the CRC and assists the CRC Director and CRC Coordinator in conducting briefings for inter-agency coordination and with distribution of the Action Plan; oversees all special events, dignitary visits and field liaison positions.

The Liaison Officer also serves as the point of contact to all internal and external individuals, organizations, agencies and customers (Board of Trustees, City/County elected officials, local business, all other government and nongovernment agencies and community faith-based organizations) and maintains a roster of agency representatives contacted.

Safety Officer

The Safety Officer is responsible for identifying and mitigating safety hazards and situations of potential District liability during CRC operations; ensuring that all facilities used in support of CRC operations have safe operating conditions; monitoring all CRC and related-facility activities to ensure that they are being conducted as safely as possible; planning for and ensuring that all employees are taken care of if injured; and stopping or modifying any unsafe operations within or outside the scope of the CRC Action Plan, notifying the CRC Director of actions taken.

More specific actions include:

- Review or initiate Safety Plan and all Safety Messages
- Complete the Incident Safety Analysis Mitigation form (ICS Form 215A)
- Consult with the CRC Director and General Staff Coordinators on the need to prepare and present an CRC Safety Message and Site-Safety Plan at appropriate meetings and briefings (ICS Forms 202/208)
- Review/Create the CRC Medical Plan (ICS Form 206)

Section 4.5 CRC Section Overview

Each CRC Section (Operations, Planning, Logistics and Finance) is overseen by a Section Coordinator. The Section is comprised of specific functions referred to as Branches and

Units. Each Section Coordinator reports directly to the CRC Director.

It is essential that each CRC participant understands the reporting procedures and follows them throughout the course of an emergency incident as described below:

- The CRC Director is in charge of the overall campus emergency response and oversees the CRC Management Staff and Section Coordinators.
- The CRC Section Coordinators report to and take directions from the CRC Director and work with their Branches / Units and other CRC Section Coordinators.
- Branch Directors / Division Supervisors report to and take direction from their CRC Section Coordinator. Members work with their staff and other Branches / Units within their Section.
- Units report to and take direction from their Branch Coordinators and work with their Department Operations Center when applicable and other Units within their Branch.

Training is vital to the success of this plan and is an essential part of ICS/SEMS/NIMS. All CRC participants and alternates will receive training in ICS/SEMS/NIMS, the functioning of the CRC and their primary roles and responsibilities in the CRC. They will also participate in exercises and drills.

Operations Section Overview

The Operations Section is under the supervision of the Operations Section Coordinator and is responsible for the execution of the Incident Action Plan (IAP). The Operations Section is comprised of the following Branches under the supervision of a Coordinator:

- Public Safety
- Communications
- Search & Rescue
- Medical
- Health & Safety
- Building & Utility
- Risk Management

These positions will be staffed depending on the nature and extent of the emergency. The Operations Section Coordinator assumes the responsibilities of positions not staffed.

Operations Section Coordinator

The Operations Section Coordinator reports directly to the CRC Director. The Operations Section Coordinator assists in the preparation of the Incident Action Plan (IAP); develops and implements strategies to carry out incident objectives; organizes, assigns, and supervises resources; directs the execution of the IAP and oversees the preparation of unit operational plans. In addition, the Operations Section Coordinator initiates intelligence gathering concerning casualties and damage, identifies immediate problems, focuses on the highest priorities (life/death), and controls problems. The Operations Coordinator is responsible for requesting and releasing resources.

Planning and Intelligence Section Overview

The Planning and Intelligence Section is under the direction of the Planning Section Coordinator and is responsible for the collection, analysis, and dissemination of information regarding the incident and the assigned resources; development of the action plan in coordination with other functions; and the collection and maintenance of incident documentation. The Planning Section maintains an incident log and display maps and charts. In addition, the Planning Section is also responsible for providing status reports, assessing damage, documenting CRC activities, completing the necessary ICS forms for the Incident Action Plan, communicating and disseminating the Incident Action Plan and preparing an After-Action Report when the CRC is deactivated.

Information and Intelligence are important to:

- Understand the current situation
- Predict the probable course of incident events
- Prepare strategies for the incident
- Provide status reports to management to evaluate the effectiveness of the Incident Action Plan and the need for additional resources
- Prepare incident documentation

Documentation is important to:

- Track resources and personnel
- Record injuries to personnel
- Support insurance claims
- Support requests for reimbursement from State and Federal governments
- Identify operational readiness issues, equipment issues, highlight strengths and areas of improvement needed

- Create After Action Report (AAR)

The Planning and Intelligence Section consists of the following Branches:

- Damage Assessment
- Situation Status
- Recovery

Planning Section Coordinator

The Planning Section Coordinator collects, analyzes and processes information about the incident and supervises the preparation of all Incident Action Plans.

The Planning Coordinator writes action plans for:

1. Control and containment of the emergency
2. Surveys of facilities and structures and inspections
3. Shut down and restoration of damaged structures

Logistics Section Overview

The Logistics Section is under the direction of the Logistics Section Coordinator.

The Logistics Section consists of the following positions:

- Procurement
- Transportation
- Care & Shelter
- Facilities
- Information Technology
- Human Resources

Logistics Section Coordinator

The Logistics Section Coordinator is responsible for supporting incident response through the acquisition, transportation and mobilization of resources. He/she reviews the Incident Action Plan and estimates needs for the next operational period; the Logistics Coordinator maintains the Unit/Activity Log (ICS 214).

Finance/Administration Section Overview

The Finance/Administration Section is under the direction of the Finance Section Coordinator. The Finance/Administration Section is responsible for all financial and cost analysis components of the incident. This section tracks personnel work hours, monitors purchases, reviews equipment requisitions, records all injury claims and provides incident cost projections.

The Finance section consists of the following branches:

- Risk Management
- Compensation and Claims
- Time Keeping
- Cost and Accounting.

Finance Section Coordinator

The Finance Section Coordinator and manages the financial aspects of the emergency. The Finance Section Coordinator provides input in all planning sessions on financial and cost analysis matters. The Finance Section Coordinator ensures that all local, state and federal regulations are followed with regard to expenditures.

Responsibilities:

- Ensure that all financial records are maintained throughout the emergency.
- Ensure that all on-duty time is recorded for all emergency response personnel.
- Ensure that all on-duty time sheets are collected from CRC assigned personnel and that departments are collecting this information from Field Level Supervisors or Incident Commanders and their staffs.
- Ensure there is a continuum of the payroll process for all employees responding to the emergency.
- Determine purchase order limits for the procurement function in Logistics.
- Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation.
- Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.

- Provide administrative support to all CRC Sections as required.
- Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed.
- Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.
- Supervise the Finance/Administration Section.

Management Unity and Delegation of Authority

The CRC organization is flexible and can be expanded or diminished as required depending on the incident. The CRC Director is responsible for accomplishing the CRC mission and may delegate responsibility into the four (4) main Sections; Operations, Planning/Intelligence, Logistics, and Finance/Administration.

The Section Coordinators are responsible for delegating responsibility within their Branches and for staffing their section at the appropriate level to accomplish the CRC goals.

Section 4.6 Field Operations

Incident Commander - IC (Field Teams)

The Incident Commander is a field designation. The IC has overall responsibility for on-scene field operations/activities and, if a District employee, reports directly to the **Operations Section Coordinator**. If the IC is assumed by a local public safety agency employee, a District liaison will be assigned to the ICP and that person will report direction to the Operations Section Coordinator.

An Incident Command Post (ICP) is often established as close to the incident scene as practical. The ICP will be staffed by Campus Security personnel and other District personnel as appropriate and will provide a standardized process for onsite incident command of emergency operations in the field. If a local public safety agency takes control of the incident Campus Security will relinquish control to them and act as a liaison to the ICP for the District. If appropriate, a Unified Command will be established with outside agencies/organizations as needed.

Command Posts (CP) provide a contact point for response teams and arriving resources, radio communications with the CRC, a process for requesting resources and on-site assistance for the District regarding emergency services (i.e. medical care and shelter).

Campus Security

Campus Security is a field resource. The primary objectives of campus security during an emergency include:

1. Protect Life
2. Restore order
3. Protect property

Campus Security services include:

- Crime Prevention
- Campus patrols and escorts
- Incident reporting and documentation
- Protection of critical infrastructure

Inter-Agency Coordination in the CRC

A primary requirement of SEMS/NIMS is the use of inter-agency coordination at all levels. Inter-agency coordination is the participation of agencies and disciplines working together in a coordinated effort to facilitate decisions for overall emergency response activities including the sharing of resources and the prioritization of incidents. The District has Mutual Aid Agreements with the Tuolumne County Sheriff's Department, Cal-Fire, the City of Modesto Police and Fire Departments and the Counties of Tuolumne and Stanislaus, and will operate under Unified Command when appropriate.

Local Government

Overall responsibility for emergency management activities within any local jurisdiction, agency, or special district rests with the established leadership of that organization. In the County of Tuolumne, and the City of Modesto, the local emergency management organizations are responsible for the coordination and direction of response and recovery operations within their respective jurisdictions.

Disaster Service Workers

Employees of the State of California shall be required to become Disaster Service Workers (DSW) in the event of a local, state, national disaster or emergency. Per Government Code Section 3100-3101, all District employees are declared "Disaster Services Workers" subject to such disaster service activities as shall be assigned to them by their superiors or by law.

In the event of an emergency or disaster, the expectation is that Disaster Service Workers will secure their own homes and families and then return to the campus to assist in response

activities. Continuity of campus operations is a critical response area during disasters, and DSW's play a major role in this function. Disaster Service Workers may also include CERT members, and other volunteers from the campus and community.

Operational Area

The Operational Area is the umbrella entity that provides support to and coordination of emergency operations within its area. Emergency management systems actively exist in the incorporated cities of Stanislaus and Tuolumne Counties. The District is within Stanislaus and Tuolumne Counties and is considered a special district within each county.

The Operational Area (OP Area) consists of the special districts and cities within the County of Stanislaus and Tuolumne. In accordance with SEMS regulations, the County of Stanislaus Office of Emergency Services (County OES) is designated as the OP Area Coordinator for Stanislaus County, and the County of Tuolumne Office of Emergency Services (County OES) is designated as the OP Area Coordinator for Tuolumne County. Under SEMS, the OP Area serves as an intermediate level of the state's emergency service organization, encompassing the county and all political subdivisions located within the county.

In an emergency, the County OES can be contacted by any of the special districts within the County and request to activate their Emergency Operations Center (EOC). The County EOC's role is to coordinate among local political subdivisions and act as the single point of contact for State and Federal agencies. If two (2) or more jurisdictions are affected by an emergency, the OP Area activates automatically. The level of activation can range from an on-call County OES Coordinator to a full-scale activation of the County OES EOC.

When activated, the County OP Area EOC will act as the point of contact for assistance requests from local and special district EOCs or CRCs to the Inland Region and the Governor's Office of Emergency Services.

Chapter 5 INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

Section 5.0 Information Resources

During the course of normal daily operations, local conditions are monitored via internet websites, NOAA, NWS, weather radios, law enforcement alerts, and local crime reports.

Sources include, but are not limited to the following:

- Tuolumne County Sheriff's Office: <https://www.tuolumnecounty.ca.gov/1564/Our-Department>
- Cal-Fire: www.fire.ca.gov/
- Modesto Police Department: www.modestogov.com/223/Police-Department
- Modesto Fire Department: www.modestogov.com/149/Fire-Department
- Stanislaus County OES: www.stanoes.com/oes.shtm
- Tuolumne County OES: www.tuolumnecounty.ca.gov/308/Office-of-Emergency-Services
- National Oceanic and Atmospheric Administration: www.noaa.gov/
- National Weather Service: www.weather.gov/
- U.S. Geological Survey: www.usgs.gov/

Section 5.1 Collection, Analysis and Dissemination

One important emergency function is to collect, analyze, and properly disseminate situational information to the faculty/staff and personnel to make operational decisions for current and future operational periods. In order to obtain true and accurate situational information, all organizational units within the campus community and personnel must provide updates, damage assessments and resource status reports to the District Chancellor / College President or designee.

Prior to the public release of data, information must be vetted; particularly in the event of criminal activity. Information regarding an incident is to be released only on a need-to-know basis.

Chapter 6 TRAINING, DRILLS AND EXERCISES

Section 6.0 Training Goal

The goal of the District's Emergency Management training, drills and exercises is to ensure the CRC and campus community is prepared to carry out emergency response functions during any emergency situation.

Training, drills and exercises are designed to meet the following goals:

- Provide general instructions to the campus population regarding potential hazards, methods of alerting and protective actions;
- Familiarize the campus community with evacuation procedures and routes to reduce panic during an actual emergency;
- Provide training to members of the CRC staff;
- Provide problem-solving drills to the members of the CRC to enhance skills;
- Continually improve emergency management and response training, incorporating new ideas and lessons learned.

Section 6.1 Training Scope

Training, drills, and exercises are conducted in a no-fault learning environment wherein systems and processes are evaluated. An After-Action Report (AAR) will be written after a training, exercise and/or drill. The AAR results will provide an opportunity to identify weaknesses, enhance strengths and improve capabilities.

Because the District tests emergency plans, skills, resources, and relationships in response to a dynamic homeland security environment, drills and/or exercises may result in multiple findings and recommendations for improvement.

Section 6.2 Emergency Services Coordinator

The Emergency Services Coordinator role is tasked to the Director of District Security and Emergency Preparedness. The Emergency Services Coordinator will ensure District employees are aware of this plan and are trained to levels required by the guiding directives in SEMS/NIMS.

Section 6.3 Training Requirements

Current training requirements include ICS (ICS 100, ICS 200), SEMS, and NIMS (IS 700) as required by State and Federal guidelines. The Emergency Services Coordinator will inform District Staff of training opportunities associated with emergency management. Those with responsibilities under this plan must ensure their personnel are properly trained to carry out these responsibilities.

Section 6.4 Training Schedule

The schedule of training, drills, and exercises are as follows:

YCCD EMERGENCY OPERATIONS PLAN

Activity/Event	Objective	Responsible/ Frequency	Participants/Persons Affected
Pirate Alert / CC Alert	Transmit test message to verify the reliability of the Campus Emergency Alert Systems for individuals registered by alerting their cell phone - text messaging, sending emails, and calling hardline numbers; includes communication with classroom facilities via the telephone system.	Each College's Campus Security Supervisor Within two weeks (14 Days) of the beginning of each Semester or Session	All registered Pirate/CC Alert Users Faculty/Staff and Students
Campus Emergency Radio Test	Test the functionality of radios issued to campus security, providing direct communication capability to the Crisis Response Center.	Each College's Campus Security Supervisor 1 st Wed of Month	Campus Security / Select Administrators, including the areas of Ag and Athletics
Campus Evacuation Drill	Simulate day and night evacuation drills in an effort to ensure the safe evacuation and account for staff, faculty, students and the general public.	Each College's Campus Security Supervisor Full campus drills September/March	Campus Wide Faculty/Staff Students Visitors
Crisis Response Center Drill (CRC)	Emergency management team will engage in an annual functional tabletop or full-scale exercise to test the ability of the District's response to a catastrophic event.	Emergency Services Coordinator Annual full-scale or tabletop for Each College's CRC September/October	CRC Staff
Emergency Management Team Update	Provide Presidents Office with the updated CRC team roster	Emergency Services Coordinator August	President
New Employee Orientation & Emergency Preparedness Training	Designed to establish a learning environment for students, faculty and staff on plans and procedures for responding to an emergency	Campus Security / Human Resources	Each College's Campus Security Supervisor / Director of Human Resources

Chapter 7 ADMINISTRATION, FINANCE, AND LOGISTICS

Section 7.0 General Support Requirements During Emergency Operations

- Ensure preservation and safekeeping of all records.
- Arrange for temporary workspace and relocate essential services.
- Initiate a record-keeping system for all expenditures associated with emergency operations.
- Coordinate with Purchasing on procedures for handling emergency expenditures.

Chapter 8 PLAN DEVELOPMENT AND MAINTENANCE

Section 8.0 Overview

The Yosemite Community College District EOP is an all-hazards document, describing the District's Emergency Operations organization, compliance with relevant legal statutes and other guidelines, and critical components of the District's emergency response system. This system is activated during emergency situations and disasters (natural and manmade) affecting the District.

Section 8.1 Planning and Coordination

Every year, the EOP will be reviewed and updated by the Emergency Services Coordinator.

- Records of revisions will be maintained.
- The EOP may be modified as a result of post-incident analyses and/or post exercise critiques;
- The EOP will be modified if responsibilities, procedures, laws, rules, or regulations pertaining to emergency management and operations change.

Chapter 9 AUTHORITIES AND REFERENCES

Section 9.0 Authorities and References

The authorities and references listed herein establish the legal basis for emergency preparedness and response; **however, the listings below are not all inclusive.**

Section 9.1 Authorities: Federal:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (FEMA 592, June 2007)
- Federal Civil Defense Act of 1950

- Homeland Security Presidential Directive 8
- Jeanne Clery Act (Disclosure of Campus Emergencies and Crime Statistics)

State:

- California Emergency Services Act
- California State Emergency Plan
- California Code of Regulations Title 19, Division 2, Office of Emergency Services, Chapter 1, 2400, Standardized Emergency Management System (SEMS) Regulations
- Disaster Assistance Procedural Manual (Cal-OES)
- California Emergency Resources Management Plan
- California Mutual Aid Agreement
- California Law Enforcement Mutual Aid Plan and Fire Mutual Aid Plan
- Government Code 3100 (Disaster Service Workers)
- Government Code 3101 (Inclusive of the District's employees)
- Government Code 3102 (a) (Disaster Service Workers Oath or Affirmation)
- Orders and Regulations which may be selectively promulgated by the Governor during a "STATE OF EMERGENCY"
- Orders and Regulations which may be selectively promulgated by the Governor to take effect upon the existence of a "STATE OF WAR EMERGENCY."

Section 9.2

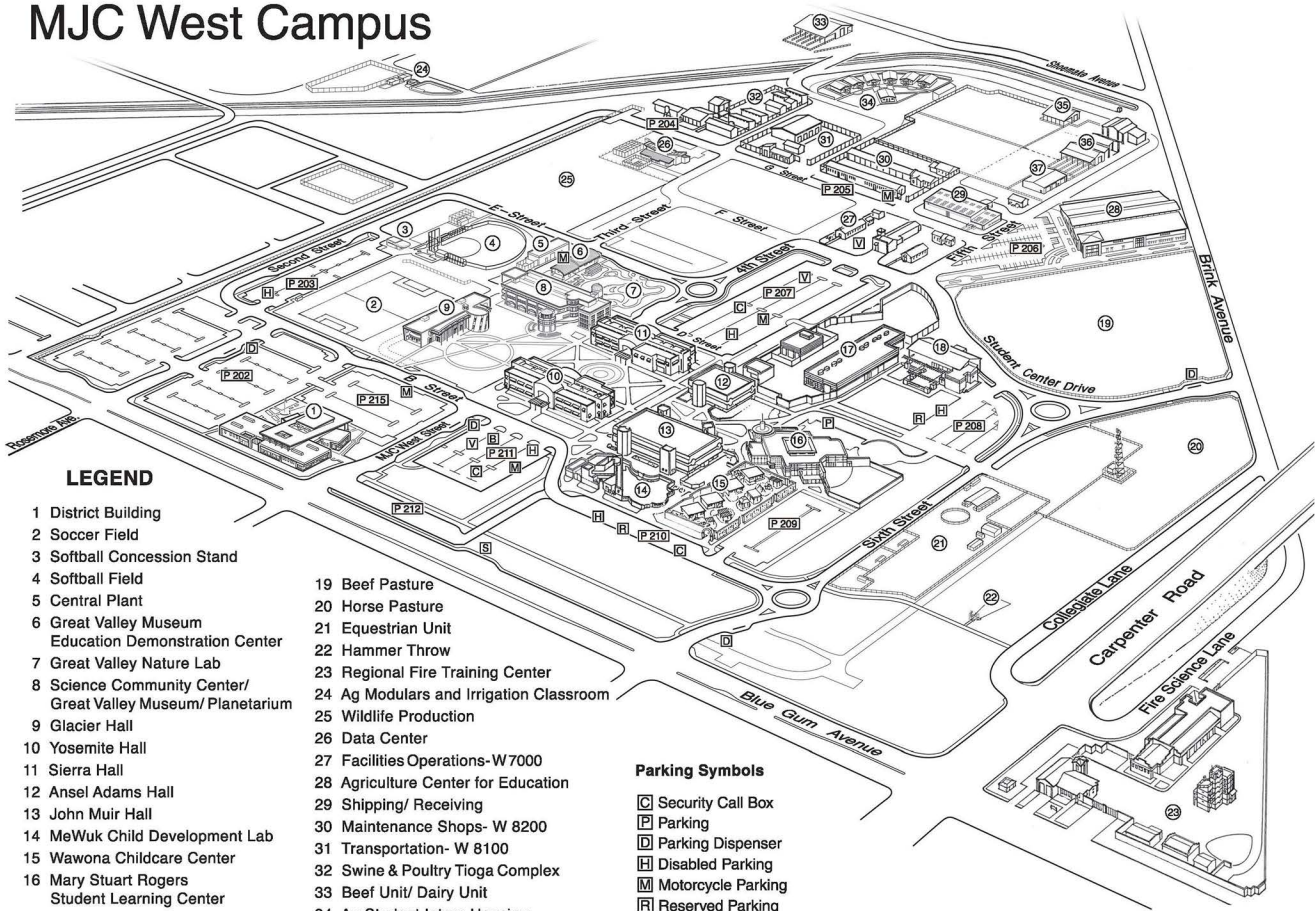
References:

- Stanislaus County, Operational Area Emergency Operation Plan, 2019; available at: <https://www.stanoes.com/pdf/sc-eop.pdf>
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MJC West Campus



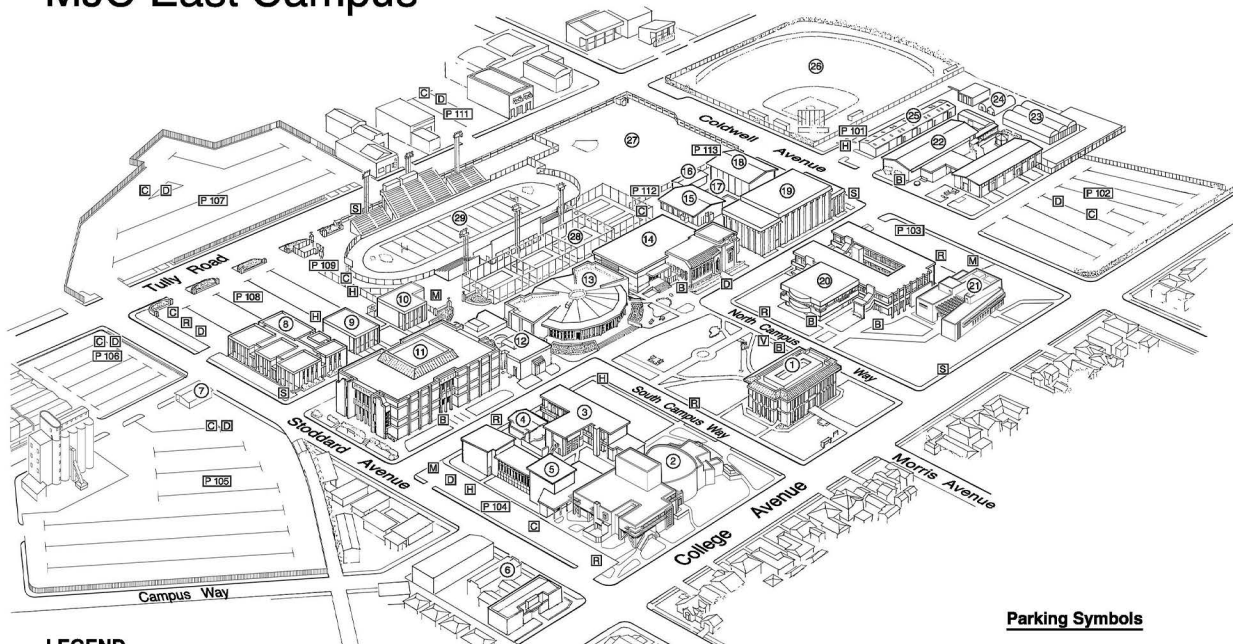
LEGEND

- | | |
|--|---|
| 1 District Building | 19 Beef Pasture |
| 2 Soccer Field | 20 Horse Pasture |
| 3 Softball Concession Stand | 21 Equestrian Unit |
| 4 Softball Field | 22 Hammer Throw |
| 5 Central Plant | 23 Regional Fire Training Center |
| 6 Great Valley Museum
Education Demonstration Center | 24 Ag Modulare and Irrigation Classroom |
| 7 Great Valley Nature Lab | 25 Wildlife Production |
| 8 Science Community Center/
Great Valley Museum/ Planetarium | 26 Data Center |
| 9 Glacier Hall | 27 Facilities Operations-W7000 |
| 10 Yosemite Hall | 28 Agriculture Center for Education |
| 11 Sierra Hall | 29 Shipping/ Receiving |
| 12 Ansel Adams Hall | 30 Maintenance Shops- W 8200 |
| 13 John Muir Hall | 31 Transportation- W 8100 |
| 14 MeWuk Child Development Lab | 32 Swine & Poultry Tioga Complex |
| 15 Wawona Childcare Center | 33 Beef Unit/ Dairy Unit |
| 16 Mary Stuart Rogers
Student Learning Center | 34 Ag Student Intern Housing |
| 17 Tenaya Complex | 35 Sheep Unit |
| 18 El Capitan/ Modesto Institute
for Continued Learning (MICL)/
Cabaret West | 36 Dairy Unit |
| | 37 Ag Storage |

Parking Symbols

- C Security Call Box
- P Parking
- D Parking Dispenser
- H Disabled Parking
- M Motorcycle Parking
- R Reserved Parking
- V Visitor Parking
- B Bicycle Parking
- S Prime Shine - Pirate Express Shuttle

MJC East Campus



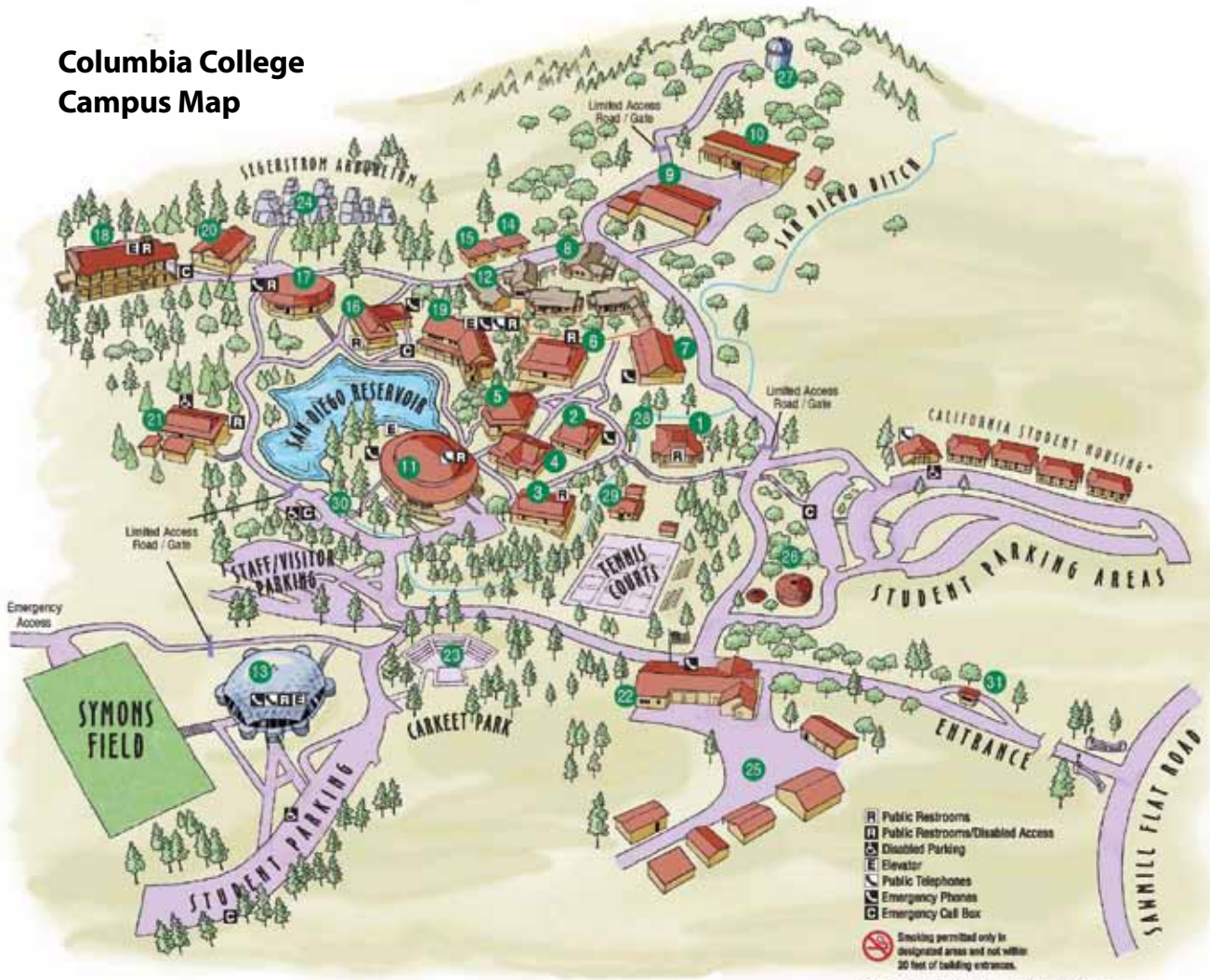
LEGEND

- | | | | |
|---------------------------------------|--|--|----------------------|
| 1 Administration
(Morris Memorial) | 7 Facilities Operations | 15 Physical Education- Men | 22 Agriculture |
| 2 Performing &
Media Arts Center | 8 Electronics | 16 Physical Education Offices | 23 Greenhouse |
| 3 Art | 9 Journalism/ Campus Safety
& Disability Services | 17 Swimming Pool | 24 Propagation House |
| 4 Art Gallery | 10 Classroom Annex | 18 Physical Education- Women | 25 Ag Storage |
| 5 Music | 11 Founders' Hall | 19 Gymnasium | 26 Athletic Field #2 |
| 6 Stoddard Annex | 12 Forum | 20 Center for
Advanced Technologies | 27 Athletic Field #1 |
| | 13 Student Center | 21 Student Services | 28 Tennis Courts |
| | 14 Library & Learning Center | | 29 Stadium |

Parking Symbols

- C Security Call Box
- P Parking 101-113
- D Parking Dispenser
- H Disabled Parking
- M Motorcycle Parking
- R Reserved Parking
- V Visitor Parking
- B Bicycle Parking
- S Prime Shine -
Pirate Express Shuttle

Columbia College Campus Map



Key

- | | | |
|---|---|---|
| 1) Alder | 13) Oak Pavilion | 22) Public Safety Center / Firehouse |
| 2) Aspen | 14) Pinyon | 23) Charles Segerstrom, Jr. Memorial Amphitheater |
| 3) Buckeye | 15) Ponderosa | 24) Segerstrom Arboretum Nature Trail |
| 4) Cedar | 16) Redbud | 25) Warehouse, Shipping/Receiving, Transportation & Maintenance |
| 5) Dogwood (Forum Bldg.) | 17) Sequoia | 26) Me-Wuk Cultural Center |
| 6) Fir | 18) Sugar Pine | 27) Observatory |
| 7) Juniper (College Nurse) | 19) Tamarack Hall
(Library, Media, Technology) | 28) Starting Point, Fitness Jogging Trail |
| 8) Laurel (Child Care Center) | 20) Toyon | 29) Davis Cabin |
| 9) Madrone | 21) Willow | 30) Transit Stop |
| 10) Mahogany | | 31) Information/Toll Booth |
| 11) Manzanita
(Administration, Student Services, Instruction Office, Manzanita Bookstore, Cellar Restaurant & Cafeteria) | | |
| 12) Maple | | |

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Admissions & Records

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