

COLLEGE OF THE DESERT

EMERGENCY OPERATIONS PLAN



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Letter of Promulgation

The College of the Desert Emergency Operations Plan addresses the challenges and responsibility of pre-event mitigation and post-event recovery, in addition to preparedness and response. It conforms to the tenets and of the national incident command management system (NIMS) and California State Emergency Plan and the standardized emergency management system (SIMS). The purpose of this plan is to provide the framework for coordination and full mobilization of the colleges various locations and external resources. It clarifies strategies to:

Prepare for

- Respond to
- Recover from and emergency/disaster Incident that could impact the campuses or region.

As part of this strategy, this plan (EOP):

- Identifies authorities and assigns responsibilities for planning, response and recovery activities.
- Identifies the scope of potential hazards that form the basis for planning establishes the emergency management organizational structure that manages response

All administrators and personnel assigned specific emergency responsibilities must have a working knowledge of functions and actions described herein. The enclosed emergency action checklists will provide guidance for each function to be performed.

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

This Emergency Operations Plan as written and amended is hereby approved as the official and approved plan for Desert Community College District. It shall be used when a major incident or disaster occur, as described in this

document. All vice presidents, deans, directors, managers division and department heads shall ensure that it is implemented to the best of their abilities.

As promulgated and dated below:

Tim T. Nakamura, Psy.D.
Director, Public Safety Department & Emergency Preparedness
Emergency Management Coordinator
Co-Chair Safety Committee

Approved/Reviewed by Safety Committee Date: _____

Presented to College Planning Committee Date: _____

John Ramont
Interim, Vice President Administrative Services

Approved by:

Dr. Joel Kinnamon
President

October 10, 2018

Record of Changes, Revisions

Change Number	Date of Change	Section Number, Header, Page Number	Initiated by (Department/Agency)
1	1-2019	Campus Maps, Page 67	Public Safety Dept
2	2022	Campus Maps, Page 67	Public Safety Dept
3	2024	Campus Maps, Page 67	Public Safety Dept
4	2025	Campus Maps, Response Guides Page 67	PIO, Public Safety Dept.
5	2025	Campus Maps, Response Guides	VP Admin Services/Public Safety Dept
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Disclaimer

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

Assumptions

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

A major incident or disaster may occur at any time of the day or night, weekend or holiday, during clear or inclement weather, with little or no warning.

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

Disasters may affect widespread areas; therefore city, county and federal emergency services may be delayed or unavailable. The district can expect a

delay of 72 hours or considerably longer before off-campus emergency services resources become available.

A state of emergency may be declared if current conditions or information indicates that such a condition is developing or is probable. The Superintendent/President or designee may declare a campus state of emergency when conditions warrant such a declaration.

Declaring a state of campus emergency gives the district the right to restrict access to the campus to unauthorized persons (per the penal code).

Violators who do not leave when requested or attempt unauthorized entry may be arrested.

Authority-Extensions of State Emergency Plan

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

The authority of the district to respond to emergencies and disasters is governed by:

- The Standardized Emergency Management System (SEMS) as described by California Government Code 8607(a), for managing response to multi-agency and multi-jurisdiction emergencies in California;
- The National Incident Management System (NIMS), as prescribed by Homeland Security Presidential Directive-5 – Management of Domestic Incidents.
- [Presidential Policy Directive / PPD-8: National Preparedness](#)
- Authority granted from the State Chancellor of the California Community College System.

Introduction and Purpose

This document, with its associated and included documents, information and contingency plans for different types of emergencies, constitutes the Emergency Operations Plan for the Desert Community College District. This Plan will be used in conjunction with additional site-specific maps and appendixes for all covered entities within the district.

For brevity and clarity, the district Emergency Operations Plan is henceforth referred to in this document as 'this Plan' or 'the Plan' and will be interpreted to include all entities administered by the district and apply to all employees. This Plan will use the term "district" and will apply to all affected entities and the term "campus" is meant to be any accredited or non-accredited facility. The term "employees" is meant to include all faculty, staff, administration and, board of trustee members directly associated with the district. Public Safety is intended to mean all personnel whose primary task is protection of life safety, property and the environment.

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

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

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

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

The Emergency Operations Plan is for significant incidents or disasters and is designed to protect lives and property through effective use of pre-planning and training, exercises and drills, and available personnel and resources during emergency operations. The Plan is placed into operation whenever a natural or human-caused significant incident or disaster affects the district's routine operations. The Plan's purpose is to:

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

Organization and Administrative Authority

Post Disaster Shelters

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

Emergency Organizational Structure

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

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

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

Changes in the organizational structure may be required to satisfy specific situations. The Incident Commander will confirm such changes. As qualified employees become available, they will fill necessary vacant positions of authority. Also, as necessary, the Incident Commander can delegate tasks to trained alternates. This delegation will reduce response time during a significant incident or disaster.

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

Preparedness Factors

Mutual Aid and Agreements

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

Director, Maintenance and Operations and Incident Commander are responsible for written agreements, protocols and/or memorandums of understanding, purchase agreements, and other relevant documents with the appropriate public agencies, non-profit organizations and commercial establishments (public and private), which may provide support to and/or recovery from a major incident or disaster. Copies of all such agreements will be filed at the district office.

Training

All employees are to attend required training that complies with legal disaster preparedness and response requirements. Employees will also be given information on procedures for emergencies and their role as a Disaster Service Worker. Individuals who, in a time of a major incident or disaster, will be responsible for reporting to an incident command post, emergency operations center or have a specific response function will be given additional training to aid them in their duties and responsibilities.

Types of Emergencies

- Extreme weather/floods
- Earthquakes
- Power failure
- Hazardous material release
- Multi-casualty incident
- Civil unrest, violence
- Terrorism
- Shooter on Campus

Priorities

In the event of a major incident or disaster, the district has established the following priorities for response actions- listed in priority order;

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

Proclamation of Campus State of Emergency

Proclaiming an official state of emergency gives the Superintendent/President the right to control access to campus property or facilities, including removing or authorizing the arrest persons who trespass or interfere with emergency response or engage in criminal activities such as looting.

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

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

Superintendent/President/Acting Designee

Acting President/Vice President, Administrative Services

Director, Public Safety and Emergency Preparedness

Director, Maintenance and Operations

Designee

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

During any major campus emergency, Director, Public Safety and Emergency Preparedness, in collaboration with district employees present shall immediately begin appropriate procedures to meet the emergency and safeguard persons and property. In the event of earthquakes, aftershocks, fires, storms, or major disasters occurring in or about the campus, or which involve district property, Director, Public Safety and Emergency Preparedness will attempt to determine the extent of any damage to district property. The Director, Public Safety and Emergency Preparedness shall also consult with the Superintendent/President, designated administrator or Incident Management Team regarding the emergency and the possible need for a declaration 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. Director, Public Safety and Emergency Preparedness/designee will ask those who cannot present proper identification to leave the campus.

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

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

Notification and Resources

Alerting and Warning

Often the first action to occur as an emergency incident is unfolding is the need to alert or warn others. Public Safety will serve as the primary notification point for emergencies on district sites. Once notified, Public Safety will begin dispatching public safety services.

Methods for notifying include:

Telephone – Landline and/or cellular

Radio – 800 MHz and Walkie-talkies

Runners – Employees

Siren System – Fire Alarm

Handheld Air Horns

Exterior Speakers on Multiple Buildings

Televisions equipped with RSS to run alerts on multiple campuses

Bull Horns

College of the Desert Alert via text/email to registered users (RAVE Emergency Notifications)

InformaCast System (provides phone-to-phone and group live audio paging to Cisco IP Phones)

College of the Desert home webpage (www.collegeofthedesert.edu)

College of the Desert Facebook page

College of the Desert Twitter (<https://twitter.com/CollegeofDesert>)

The method utilized will depend upon the circumstances of the emergency and the resources available at the site.

Emergency Response Team Kit

The Emergency Response Team Kit stores necessary resources for the Team to conduct emergency response operations. See equipment list on each team members description.

The Team Kit is the responsibility of the Site Incident Commander. The SIC will conduct annual inspections in July of each year. The responsibility to inspect and replace non-operational equipment and supplies belongs to the site. The responsibility for transporting the Team Kit to an activated Command Post belongs to the following individual: Logistics Section Chief.

Crisis Response Boxes

The Crisis Response Boxes are file-folder type boxes stored within the main administrative area. The boxes should be clearly labeled and contain vital information needed by both the Team and the public safety personnel - in the event the public safety personnel establish an Incident Command Post.

The Crisis Response Boxes and their contents are the responsibility of the Incident Commander. The Incident Commander or designee will conduct annual inspections in July of each year. The responsibility to inspect and replace kits and boxes belongs to the site. The responsibility to carry one of the boxes to an activated Public Safety Incident Command Post belongs to the Site Incident Commander.

Assessment and Notification

Public Safety will conduct an initial assessment based on available information available. They will then advise the Site Incident Commander (SIC) and President/Superintendent or Designee of the recommended actions to be taken. However, if the emergency requires immediate action, Public Safety will initiate the appropriate warnings and notifications without delay.

As services are being dispatched to assist, the Site Incident Commander will begin to gather and direct site resources as necessary to address the emergency or disaster at hand. The following external and internal contacts may be of assistance:

External Contacts:

CONTACT	EMERGENCY	NON-EMERGENCY
Police and Fire	9-1-1	760-836-1600 / 760-346-6234
Southern California Edison	9-1-1	1-800-655-4555
CVWD Water Emergency	9-1-1 / 760-398-2651	760-397-9600
So Cal Gas	9-1-1	1-800-427-2200

Internal Contacts:

CONTACT	EMERGENCY	NON-EMERGENCY
Public Safety	2111	760-341-2111
Risk Management	2528	760-773-2528
Maintenance and Operations	(760) 776-7268	760-773-2551
Public Information	N/A	760-776-7468
Disability Resource Center	N/A	760-773-2529

Basic Emergency Operations

The protection of lives shall be the primary priority of all emergency operations and procedures. The protection of district property shall be secondary to life safety. The emergency procedures within this plan are designed to facilitate life safety through the use of simple, basic procedures based on the Standardized Emergency Management System (SEMS), utilizing the Incident Command System (ICS) as the basic response management structure, while conforming to standards identified in the National Incident Management System (NIMS).

Plan Maintenance

Since the plan is based on a standardized template in use throughout the district, all revisions to the plan must be coordinated with the Public Safety Department prior to distribution. The plan will be reviewed annually and appropriate changes made and implemented.

Incident Command System

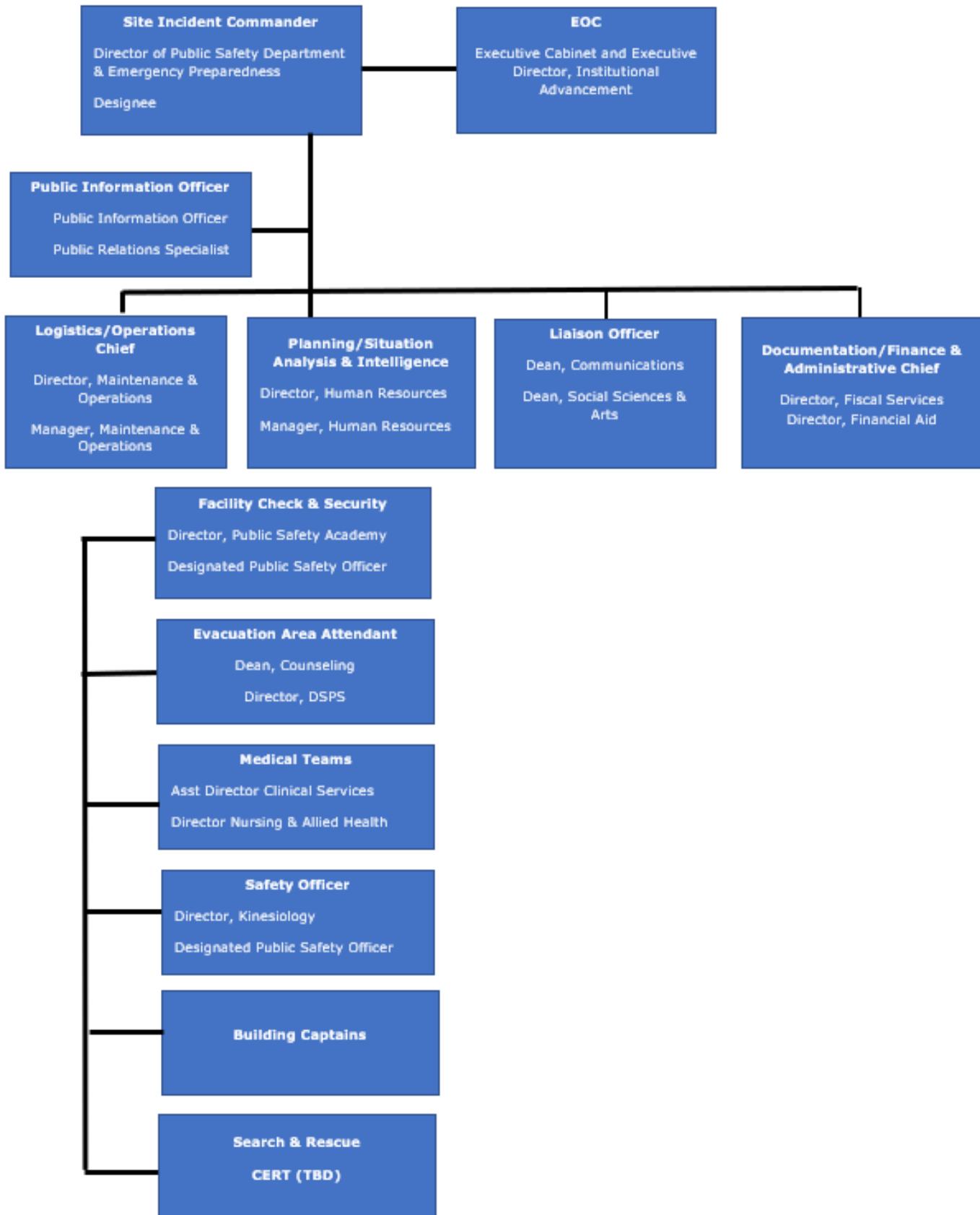
According to ICS, the size of the organization (i.e., number of positions) will vary depending on the operational needs of the incident. In some cases, one individual may be able to fill more than one "position". (Example: In a small incident, the IC may also serve as the Public Information Officer.)

Only under very unusual conditions will all of the positions identified below be activated and fully staffed.

Disaster Service Workers

California Government Code, Chapter 8, Section 3100 states: "...all public employees are hereby declared to be disaster service workers subject to disaster service activities as may be assigned to them by their superiors or by law." In accordance with these provisions, all staff members are considered "disaster service workers" during emergencies and must remain on site to carry out assigned responsibilities. Staff should be familiar with emergency procedures and any assigned responsibilities. During an emergency, staff will serve on response teams and implement response procedures.

Emergency Response Team Organizational Chart



Emergency Response Team Assignments

Key employees are to be pre-assigned to the Emergency Response Team and have specific duties during emergencies. These duties include:

Command Section

- **Site Incident Commander (SIC)** – responsible for overseeing on-site emergency operations
- **Public Information Officer** – the official site spokesperson to media
- **Liaison Officer**– the point of contact for outside agencies to the site
- **Safety Officer** – responsible for ensuring a safe working environment for the Emergency Response Team

Operations Section

- **Operations/Logistics Chief** – manages direct response to the on-site emergency and provides facilities, services, personnel, equipment and materials to support response
- **Facility Check & Security** – controls utilities, restricts access to unsafe areas, provides traffic control, and communicates damage to SIC
- **Building Captains**- assures the safe evacuation of their area(s).
- **Medical Team** – provides medical response including Critical Incident Stress Management
- **Evacuation Area Attendant** – provides non-medical care and release of students and staff

Planning & Intelligence Section

- **Situation Analysis/Planning & Intelligence Chief** – in charge of collection, evaluation and documentation of information about the incident and analyzes the situation for resources

Finance & Administration Section

- **Documentation/Finance & Administration Chief** – collects, evaluates, and documents event and tracks purchases, staff hours and cost.

The Emergency Response Team Roles and Responsibilities Section of this plan provide checklists for each of the above assignments. The Emergency Response Team will report to the Site Incident Commander at the Command Post. Any staff may be assigned to assist each of the above positions depending upon the circumstances and demands of the incident and care of the students and staff.

The district's Emergency Operations Center (EOC) may be activated to support on-site emergency operations. An EOC is a central location from which the incident command staff can provide coordination and executive decision making in support of incident response and recovery operations. The purpose of the EOC is to provide a centralized location where public safety, emergency response, and support agencies coordinate planning, preparedness, and response activities. In the event that the district EOC is activated, the Site Incident Commander will establish communications and coordinate closely with the district's EOC.

The EOC, whether a simple mobile trailer or an extravagant mission control facility, should be capable of serving as the central coordination point for:

- All emergency operations.
- Information gathering and dissemination.
- Coordination with the district, outside agencies, mutual aid and volunteer organizations.
- Update relevant information on vendors, contractors, consultants, and other key resources that the Site Incident Commander and the staff will be utilizing.
- Monitor TV, radio, and wire services to determine accuracy of public information.

Currently the district's primary EOC will be located at the MSTC building in Room 106.

The secondary site will be located at the Public Safety Department located in South Annex 16. Additionally, another alternate site for the EOC may be the Palm Desert City Hall or can be a makeshift site/vehicle/trailer with a mobile EOC kit.

Position Activation Information

Equipment

Every position on the Emergency Response Team will receive the following equipment at the command post:

- Identification vest
- Two-way campus radio (Buddy Teams will share a radio)
- Paper and pens/pencils
- Job description clipboard

Position-Specific Equipment

Certain positions require special equipment or forms. Such specific needs are identified on the individual position checklists.

Position Activation

- Once notified of your assignment, put on your vest.
- Check in with the Site Incident Commander at the Command Post for a situation briefing.
- Check in with your Section Chief for details and updates associated with your position.
- Obtain necessary equipment and supplies.
- Open and maintain a Position Log. Maintain all required records and documentation to support the history of the emergency or disaster.
Document:
 - Messages received
 - Actions taken
 - Decision justifications and documentation
 - Requests filled

Position Deactivation

- At the direction of the Site Incident Commander, deactivate your position and close out all logs. Provide logs, timekeeping records, and other relevant documents to the Documentation Unit.
- Return equipment and reusable supplies to Logistics.

Steps To Set Up An EOC

The Site Incident Commander will determine the nature and location of the incident and will recognize the following:

- Determine the resources/agencies on scene.
- Identify any hazards and safety concerns.
- Recognize evacuations and warnings.
- Determine injuries/fatalities.
- Completes #201 form & preps for initial EOC briefing.
- Assigns Command and General staff

EOC Notifications

The SIC will make notifications and sends a situation report to the command staff and determines activation and to assemble at the EOC.

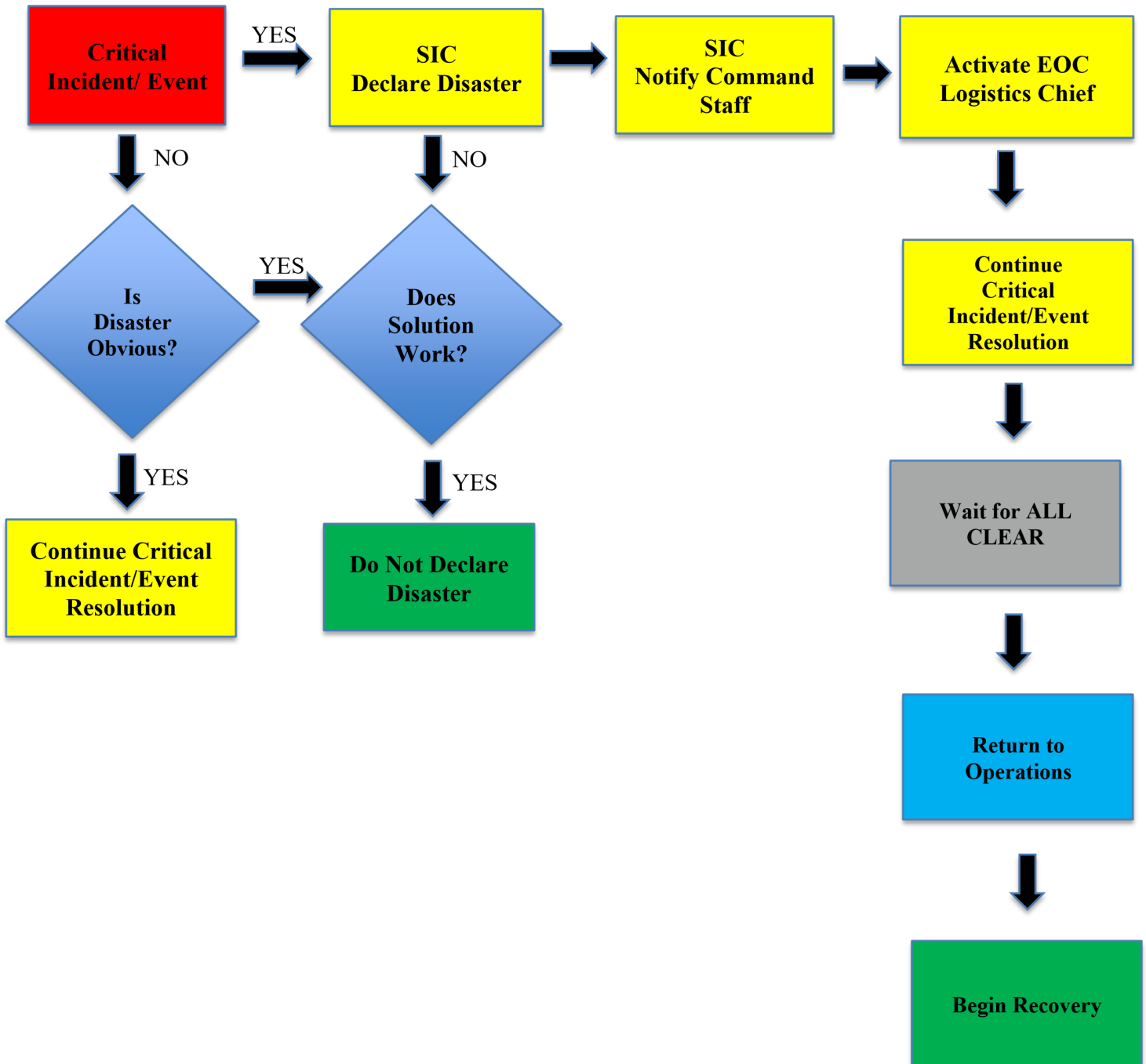
EOC Set-Up for Activation

The Logistics Chief will coordinate room set-up.

- Tables, chairs to accommodate the sections;
- Work stations: vests, office materials, checklists, booklets, computers, phones, public safety for EOC security.

SIC declares the EOC is activated.

Plan Activation Flow Chart Incident Management



Emergency Operations Center Set-Up

Setting Up the EOC: The below are critical factors in setting up and configuring the Emergency Operations Center and identifying needs.

Safety & Access: The EOC must be accessible for 24/7 operations and located in a safe distance from the incident or in the case of a seismic event, inspected for building safety prior to use.

Office Space: The EOC must have adequate space to support the activities of the Incident Command Staff.

Lighting: The EOC must have adequate lighting for staff to carry out their duties. To ensure such, an auxiliary power source is required for the EOC and should be either hardwired for the facility or have the ability to convert external power with minimal disruption to services.

Heating & Cooling: Similar to lighting, heating and cooling systems must have adequate power and auxiliary power sources to ensure functionality.

Security: The EOC must be easily secured against intrusion. Access to the EOC should be limited to authorized personnel and staffed with public safety personnel during an event. A record of those entering the EOC should be kept by public safety personnel at the entrance.

Communications Equipment: It is critical that the EOC have adequate communications equipment that is accessible to all personnel. This may be hardwired analog or digital phones with multiple handsets, and abundant incoming and outgoing lines. Cellular phones and satellite phones may be critical. Ensure that reception from multiple carriers is available at the EOC site.

Fax Machines: While becoming somewhat outdated, fax machines can still be extremely valuable for transmitting information and in some cases may be the only way other agencies communicate.

Computers: A combination of desktop and laptop computers should be available at the EOC in addition to those which may be brought by members of the EOC staff. Equally important is adequate network capability (data jacks) or secured wireless capabilities.

Incident Radios: Each section of the EOC should be assigned an incident radio (two-way radio) unless doing so is prohibitive to work flow. Additionally, an 800 MHz radios should be available to communicate with local and county public safety agencies.

Television sets & Radios: An adequate number of televisions and radios with RSS capabilities (to be determined based on size of EOC staff) should be provided to monitor news media, gather incident information and press releases.

Briefing Areas: A separate area from the main EOC area, where shift briefings, strategy meetings, news media planning and other meetings can be held without adversely impacting the EOC operations should be identified.

Food Service: An Area designated for serving and or preparing meals for the EOC staff should be identified. The EOC staff must be fed and if possible, meals should be provided in the facility. If not possible, hot and cold beverages and snack foods should be made available.

Drinking Water: An adequate supply of drinking water should be on site, especially a backup supply (e.g., bottled water) for use by EOC personnel.

Toilets: Adequate toilet facilities should be provided for the EOC staff. Consider portable toilets if the building lifelines (water, sewer are damaged or inoperable).

Office Supplies List: Adequate number of supplies must be on-hand and accessible.

INFRASTRUCTURE

- Auxiliary Power
- Lighting
- Display Boards
- Office Space
- Physical Needs
- Water/Coffee
- Restrooms
- Refrigeration/Food

COMMUNICATIONS

- Telephones
- # of Handsets
- # of Lines
- Fax Machine
- Copy Machine
- Computers Laptops or PC
- Network Jacks/Wireless Network
- Television(s) RSS capable
- VCR/DVD/Blu Ray
- Portable Radio (battery and crank)
- Extension Cords
- Portable Chairs
- Overhead Screen and Projectors
- Two Way Radios

OFFICE SUPPLIES & MISCELLANEOUS

- Bulletin Boards
- Display Boards
- Maps
- Map Pens
- Flip Chart Pads/Easels
- Heavy Duty Staplers & Staples
- Staplers & Staples
- Paper Clips
- Staple Remover
- Masking Tape
- Push Pins
- Writing Pads
- Pencils Pens (black & red ink)
- Assorted Rubber Bands
- Scotch Tape
- Standard File Folders
- Post It Pads
- Legal Writing Pads
- Legal Size Clipboards
- Telephone Memo Call Pads
- Copy & Fax Paper
- Boxes for Filing
- ICS & Other Departmental Forms
- Name Tags

Position: Site Incident Commander (SIC)

First Shift: Director, Public Safety & Emergency Preparedness
Department
First Backup: Appointed Designee

Responsibility: The Site Incident Commander (SIC): Solely responsible for emergency/disaster operations and shall remain at the Command Post to observe and direct all operations. Ensure the safety of staff, students, and visitors on the campus.

Position: Liaison Officer

First Shift: Dean, Communications and Humanities
First Backup: Dean, Social Sciences and Arts
Reports to: EOC - Executive Cabinet

Responsibility: Liaison Officer: The Liaison Officer serves as the point-of-contact for Agency Representatives from assisting organizations and agencies outside the district and assists in coordinating the efforts of these outside agencies by ensuring the proper flow of information.

Equipment: See Equipment List**Activation Phase:**

- Assess type and scope of emergency.
- Determine threat to human life and structures.
- Implement Emergency Response Plan
- Develop and communicate an Incident Action Plan with objectives and a time frame to meet those objectives.
- Activate functions (assign positions) as needed.
- Fill in Emergency Response Team Assignment Form as positions are filled.
- Appoint a backup or alternate SIC in preparation for long- term operations.
- View site map periodically for Search & Rescue progress and damage assessment information.
- Check with Chiefs for periodic updates.
- Reassign personnel as needed.
- Report through Public Safety or district EOC on status of staff, students, visitors, and campus as needed. (Status Report)
- Develop and communicate revised Incident Action Plans as needed.

- Authorize release of information.
- Utilize your back up; plan and take regular breaks, 5-10 minutes each hour, relocate away from the Command Post.
- Plan regular breaks for all staff and volunteers.
- Release staff as appropriate per district guidelines. By law, during a disaster, the staff will become "disaster workers."
- Remain on and in charge of your site until redirected or released by the Superintendent/President.
- Brief Agency Representatives on current situation, priorities and the Incident Action Plan.
- Provide periodic update briefings to Agency Representatives, as necessary.

Deactivation Phase:

- Authorize deactivation of sections or units when they are no longer required.
- At the direction of the Superintendent/President, deactivate the entire emergency response. If the fire department or other outside agency calls an "All Clear," contact the district before taking any further action.
- Ensure that any open actions not yet completed will be taken care of after deactivation. ● Ensure the return of all equipment and reusable supplies to Logistics.
- Close out all logs. Ensure that all logs, timekeeping records, reports, and other relevant documents are completed and provided to the Documentation Unit.
- Proclaim termination of the emergency and proceed with recovery operations if necessary.

Site Incident Commander (SIC)

Equipment: Command Team Kit

- Campus Map
- Master keys
- Forms
- AM/FM Radio (battery and crank)
- Command Post Tray (pens, etc.)
- Emergency Plan
- Tables & Chairs (if EOC is outdoors)
- Job Description Clipboards
- Bull Horn
- Staff rosters (2 sets)
- District Radio
- Satellite Phone
- Shortwave Radio
- Two Way Radio
- Vest
- Hard Hat
- Portable EOC
- Alternate EOC Enclosed Trailer

Liaison Officer

Equipment:

- Hard hat
- Work Gloves
- Whistle with master keys on lanyard
- Flashlight
- Dust Masks
- Two Way Radio
- Vest

Position: Public Information Officer (PIO)**First Shift: Public Information Officer****First Backup: Public Relations Specialist****Reports to: Site Incident Commander**

Responsibility: Staff and the public have the right and need to know important information related to emergencies/disaster at the site as soon as it is available.

The Public Information Officer (PIO) acts as the official spokesperson for the site in an emergency situation. If the district PIO is available, he/she will be the official spokesperson. A site-based PIO should only be used if the media is on campus/facility and the district PIO is not available or forthcoming.

Equipment:

- **See Equipment List**

Activation Phase:

- Determine a possible "news center" site as a media reception area (located away from the Command Post and students). Get approval from the Site Incident Commander (IC).
- Identify yourself as the "PIO" (vest, visor, sign, etc.)
- Consult with district PIO to coordinate information release.
- Assess situation and obtain statement from SIC. Record, if possible.
- Advise arriving media that the site is preparing a press release and approximate time of its issue.
- Open and maintain a position log of your actions and all communications. If possible, tape media briefings. Keep all documentation to support the history of the event.
- Keep up-to-date on the situation.
- Statements must be approved by the SIC and should reflect: ● Reassurance — EGBOK — "Everything's Going To Be OK." ● Incident or disaster cause and time of origin.
- Size and scope of the incident.
- Current situation — condition of site, evacuation progress, care being given, injuries, etc. **Do not release any names.**

- Resources in use.
- Best routes to site if known and appropriate.
- Any information the site wishes to be released to the public.
- **Read** statements if possible.
 - When answering questions, be complete and truthful, always considering confidentiality & emotional impact. Avoid speculation, bluffing, lying, talking “off the record,” arguing, etc. Avoid use of the phrase “no comment.”
 - **Remind staff and volunteers to refer all questions from media to the PIO.**
 - Update information periodically with SIC.
 - Ensure announcements and other information is translated into other languages as needed.
 - Develop pre-scripted messages.
 - Monitor news broadcasts about incident. Correct any misinformation heard.

Deactivation Phase:

- Complete and file all required forms.
- Prepare input for the after-action report.
- Determine any follow up action that you need to complete.
- Close out logs, and file final copies of press releases.
- Arrange for closure of the media center.
- Notify media outlets of deactivation.

Public Information Officer (PIO)

Equipment:

- Battery operated AM/FM radio
- Marking pens
- Scotch tape/masking tape
- Sample Public Information Release Statement
- Scissors
- Site map(s) and area map(s):
- 8-1/2 x 11 handouts
- Laminated display map
- Recording device
- Two-way radio
- Vest
- Hard hat

Section: Logistics/Operations**Position: Logistics/Operations Chief****First Shift: Director, Maintenance and Operations****First Backup: Manager, Maintenance and Operations****Reports to: Site Incident Commander**

Responsibility: The Logistics/Operations Chief manages the direct response to the disaster, which can include Maintenance and Operations Public Safety, Law Enforcement, Search & Rescue Team, Medical Team, and Evacuation Area Attendant. Additionally, the Logistics/Operations Chief manages fulfilling the position responsibilities on an All-Hazards ICS Incident Management Team.

Equipment:

- **See Equipment List**

Activation Phase:

- Assume the duties of all operations positions until staff is available and assigned.
- As staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- Coordinate Search & Rescue operations. Appoint Search & Rescue Team Leader to direct their operations, if necessary.
- As information is received from Logistics/Operations staff, pass it on to Situation Analysis and/or the Site Incident Commander.
- Inform the Site Incident Commander regarding tasks and priorities.
- Make sure that Logistics/Operations staff is following standard procedures, utilizing appropriate safety gear, and documenting their activities.
- Schedule breaks and reassign Logistics/Operations staff within the section as needed.

Deactivation Phase:

- Complete ongoing projects.
- Complete and file all required forms and reports.
- Prepare an after-action report and provide a copy to the EOC.
- Check out at Personnel Unit.

Logistics/Operations Chief

Equipment:

- Hard hat
- Work and latex gloves
- Whistle with master keys on lanyard
- Search & Rescue Map
- Search & Rescue Supplies
- File boxes
- Situation Report
- Container or other storage facility with all emergency supplies stored on site.
- Emergency Supplies Inventory
- Volunteer Registration Forms
- List of Registered Disaster Volunteers

Member Supplies - each Search & Rescue Team member is issued these supplies during an activation:

- Work Gloves
- Helmet
- Identifying Vest
- Safety Goggles
- Flashlight (with extra batteries)
- Personal First Aid Kit
- Water
- Whistle

- Marker Pens
- Pocket Knife
- Duct Tape
- Utility Shut Off Tools
- Note Pad and Pen
- Cyalume Sticks (light sticks)
- Two-way radio
- Vest
- Hard hat

Team Supplies – each 2-person Team is issued these supplies during an activation:

- Fire Extinguisher 3-A:40-B:C
- Pry Bar 36"
- Axe
- Sledge Hammer 5-8 lb.
- Bolt Cutter

Section: Logistics/Operations**Position: Facility Check & Security****First Shift: Designated Public Safety Officer****First Backup: Director, Public Safety Academy****Reports to: Logistics/Operations Chief**

Responsibility: Controls utilities, restricts access to unsafe areas and communicates damage to the Site Incident Commander. Also assists with traffic control for public safety vehicles, and the media.

Equipment:

- **See Equipment List**

Activation Phase:

- As you do the following, observe the facility and report any damage by radio to the Command Post.
- Lock or open gates and major external doors appropriate for the situation.
- Locate/control/extinguish small fires as necessary.
- Check gas meter and, **if gas is leaking, shut down gas supply.**
- Shut down electricity only if building has clear structural damage or advised to do so by Command Post.
- Post yellow caution tape around damaged or hazardous areas.
- Verify that campus is in "lockdown" and report same to Command Post.
- Advise Command Post of all actions taken for information and proper logging.
- Be sure that the entire campus has been checked for safety hazards and damage.
- No damage should be repaired prior to full documentation, such as photographs and video evidence, unless the repairs are essential to immediate life-safety.
- Direct traffic of vehicles of parents, public safety, and media on and off campus as appropriate.

Deactivation Phase:

- Complete ongoing projects.
- Complete and file all required forms and reports.
- Prepare an after-action report and provide a copy to the EOC.
- Check out at Personnel Unit.

Facility Check & Security Equipment:

- Hard hat
- Work gloves
- Whistle with master keys on lanyard
- Bucket or duffel bag with goggles
- Flashlight
- Dust masks
- Yellow caution tape
- Shutoff tools — for gas & water (crescent wrench)
- Two-way radio
- Vest

Section: Logistics/Operations Position: Building Captains

Assignments will be Site Specific. Please see your specific site plan.

Reports To: Logistics/Operations Chief

Responsibility: The Building Captain is designated to assure the safe evacuation of their building(s). They will direct staff and students to emergency exits, monitor movement in stairwells if applicable, alert and sweep rooms for personnel and students, block access to unsafe areas, and assist any disabled staff, students or visitors.

Equipment:

- **See Equipment List**

Activation Phase:

- In charge of a specific area within the campus.
- Ensures the safe evacuation of personnel from the building.

Deactivation Phase:

- Complete ongoing projects.
- Complete and file all required forms and reports.
- Prepare an after-action report and provide a copy to the EOC.
- Check out at Personnel Unit.

Building Captains

Equipment:

- Hard hat
- Work gloves
- Whistle with master keys on lanyard
- Bucket or duffel bag with goggles
- Flashlight
- Dust masks
- Yellow caution tape
- Two-way radio

Vest

Section: Logistics/Operation

Position: Safety Officer

First Shift: Director, Kinesiology
Public Safety

First Backup: Designated
Officer

Reports to: Logistics/Operations Chief

Responsibility: The Safety Officer ensures that all activities are conducted in as safe a manner as possible under the circumstances which exist.

Equipment:

- **See Equipment List**

Activation Phase:

- Monitor drills, exercises, and emergency response activities for safety.
- Identify and mitigate safety hazards and situations.
- Stop or modify all unsafe operations.
- Ensure that responders use appropriate safety equipment.
- Think ahead and anticipate.
- situations and problems before they occur.
- Anticipate situation changes, such as severe aftershocks, in all planning.
- Keep the Logistics/Operations Section Chief advised of your status and activity and on any problem areas that now need or will require solutions.

Deactivation Phase:

- Complete ongoing projects.
- Complete and file all required forms and reports.
- Prepare an after-action report and provide a copy to the EOC.
- Check out at Personnel Unit.

**Safety Officer
Equipment:**

- Hard hat
- Work gloves
- Whistle with master keys on lanyard
- Bucket or duffel bag with goggles
- Flashlight
- Dust masks
- Yellow caution tape
- Two-way radio
- Vest

Section: Logistics/Operations**Position: Medical Team Leader****First Shift: Assistant Director, Clinical Services****First Backup: Director, Nursing and Allied Health****Reports to: Logistics/Operations Chief**

Responsibility: Leader to team providing emergency medical response, first aid, and psychological/CISM (Critical Incident Stress Management) counseling.

Equipment:

- **See Equipment List**

Start-Up Activities:

- The district recommends the following number of Medical Teams with each team consisting of two members: Site occupancy <500 = 2 Teams; Site occupancy 500-1000 = 4 Teams; Site occupancy >1000 = 6 Teams.
- Establish scope of disaster with SIC and determine probability of outside emergency medical support and transport needs.
- Request assistance from the Mental Health Counselor for psychological staff and student needs.
- Make personnel assignments. If possible, assign a minimum of two people to Triage, two to Immediate, two to Delayed, and two to Psychological.
- Set up first aid area in a safe place, away from students and parents, with access to emergency vehicles. Obtain equipment/supplies from the container.
- Assess available inventory of supplies & equipment.
- Review safety procedures and assignments with personnel.
- Establish point of entry ("triage") into treatment area.
- Establish "immediate" and "delayed" treatment areas.
- Set up a separate Psychological First Aid area with staff trained in CISM from the district Crisis Response Team.
- Establish the need for a temporary morgue. If a morgue is needed, establish an appropriate location in consideration of the following:

- Tile, concrete, or other cool floor surface
- Accessible to Coroner's vehicle
- Remote from Evacuation Area
- Security: keep unauthorized persons out of morgue and protect personal belongings of deceased
- Maintain respectful attitude

Activation Phase:

- Oversee care, treatment, and assessment of patients
- Ensure caregiver and rescuer safety
- Latex gloves for protection from body fluids; replace with new gloves for each new patient.
- Make sure that accurate records are kept.
- Provide personnel response for injuries in remote locations or request Logistics for staffing assistance.
- If needed, request additional personnel from Logistics.
- Brief newly assigned personnel.
- Report deaths immediately to Logistics/Operations Chief.
- After pronouncement or determination of death:
 - Do not move the body until directed by Command Post.
 - Do not remove any personal effects from the body. Personal effects must remain with the body at all times.
 - As soon as possible, notify Logistics/Operations Chief, who will notify the Command Post, who will attempt to notify law enforcement authorities of the location and, if known, the identity of the body. The law enforcement authorities will notify the Coroner.
 - Keep accurate records and make available to law enforcement and/or the Coroner when requested.
 - Write the following information on two tags:
 - Date and time found.
 - Exact location where found.
 - Name of decedent, if known.
 - If identified—how, when, by whom.
 - Name of person filling out tag.
- Attach one tag to body.

- If the Coroner's Office will not be able to pick up the body soon, place body in plastic bag(s) and tape securely to prevent unwrapping. Securely attach the second tag to the outside of the bag. Move body to morgue.
- Place any additional personal belongings found in a separate container and label as above.
Do not attach to the body— store separately near the body.
- Keep Logistics/Operations Chief informed of overall status.
- Set up morgue, if necessary, in cool, isolated, secure area; follow guidelines. ● Stay alert for communicable diseases and isolate appropriately.

Deactivation Phase:

- Conduct a Critical Incident Stress Debriefing for Command Team staff.
- Complete ongoing projects.
- Complete and file all required forms and reports.
- Prepare an after-action report and provide a copy to the EOC.
- Check out at Personnel Unit.

Medical Team Supplies

The district recommends that each Medical Team have two members and that the following number of teams be maintained at the site:

Site Occupancy <500 = 2 Teams
Site Occupancy 500-1000 = 4 Teams
Site Occupancy >1000 = 6 Teams

- 4 x 4" compress: 1000 per 500 students
- 8 x 10" compress: 150 per 500 students
- Kerlix bandages: 1 per student
- Ace wrap: 2-inch: 12 per campus and 4-inch: 12 per campus
- Triangular bandage: 24 per campus
- Cardboard splints: 24 each, sm, med. lg.

- Steri-strips or butterfly bandages: 50 per campus
- Aqua-Blox (water) cases (for flushing wounds, etc.): $0.016 \times \text{students} + \text{staff} = \# \text{ cases}$
- Hydrogen Peroxide: 10 pints/campus
- Bleach - 1 small bottle
- Antiseptic Hand Gel or Packets
- Stretchers or backboards: use on-site supplies from the Nurse's Office or create transport devices by utilizing such things as blankets or doors off hinges - 1.5/100 students
- Scissors, paramedic: 4 per campus
- Tweezers: 3 assorted per campus
- Triage tags: 50 per 500 students
- Latex gloves: 100 per 500 students
- Oval eye patch: 50 per campus
- Tapes: 1" cloth: 50 rolls/campus and 2" cloth: 24 per campus
- Dust masks: 1 per student and staff
- Disposable blanket: 10 per 100 students
- First Aid Books: 2 standard and 2 advanced per campus
- Space blankets: 1 per student and staff
- Two-way radio
- Vest
- Hard hat

**Section: Logistics/Operations Position:
Evacuation Area Attendant****First Shift: Dean, Counseling Services First Backup:
Director, Disabled Students Programs and Services****Reports to: Logistics/Operations Chief**

Responsibility: Ensure the care and safety of all staff, students, and visitors on campus during an evacuation (except those who are in the Triage). Collect information on “missing” from faculty and office managers.

Equipment:

- Tarps for ground cover and shading.
- First aid kit, water, food, sanitation supplies.

Activation Phase:

- If campus/facility is evacuating:
- Verify that the Evacuation Area and routes to it are safe.
- Count or observe the classrooms as they exit, to make sure that all classes evacuate.
- Initiate the set-up of portable toilet facilities and hand- washing stations.
- Monitor the safety and well-being of the staff in the Evacuation Area.
- Administer minor first aid as needed.
- When necessary, provide water and food to students and staff.
- Make arrangements for portable toilets if necessary, ensuring that staff wash their hands thoroughly to prevent disease.
- Make arrangements to provide shelter for staff.
- Update records of the number of staff in the Evacuation Area (or in the buildings).
- Direct all requests for information to the PIO.

Deactivation Phase:

- Complete ongoing projects.
- Complete and file all required forms and reports.
- Prepare an after-action report and provide a copy to the EOC.
- Check out at Personnel Unit.

Evacuation Area Attendant

Equipment:

- Hard hat
- Work gloves
- Whistle with master keys on lanyard
- Bucket or duffel bag with goggles
- Flashlight
- Dust masks
- Yellow caution tape
- Two-way radio
- Vest

Section: Planning, Situation Analysis & Intelligence**Position: Planning, Situation Analysis & Intelligence Chief****First Shift: Director, Human Resources****First Backup: Manager, Human Resources****Reports to: Site Incident Commander**

Responsibility: Analyzes the emergency situation in order to identify needed personnel and resources.

Equipment:

- Dry-erase pens and eraser.
- Large site map of campus, laminated or covered with Plexiglas.
- File boxes.
- Map of local area.

Activation Phase:

- Collect, organize and analyze situation information.
- Mark site map appropriately as related reports are received. This includes but is not limited to Search & Rescue reports and damage updates, giving a concise picture status of campus.
- Preserve map as legal document until photographed.
- Use area-wide map to record information on major incidents, road closures, utility outages, etc. (This information may be useful to staff for planning routes home, etc.)

Situation Analysis:

- Provide current situation assessments based on analysis of information received.
- Develop situation reports for the Command Post to support the action planning process.
- Think ahead and anticipate situations and problems before they occur.
- Report only to SIC and Command Post personnel. Refer all other requests to Public Information Officer.
-

Deactivation Phase:

- Complete ongoing projects.
- Complete and file all required forms and reports.
- Prepare an after-action report and provide a copy to the EOC. • Check out at Personnel Unit.

Planning, Situation Analysis & Intelligence Chief**Equipment:**

- File boxes
- Situation Report
- Container or other storage facility with all emergency supplies stored on site.
- Emergency Supplies Inventory
- Volunteer Registration Forms
- List of Registered Disaster Volunteers
- Two-way radio
- Vest
- Hard hat

Section: Planning, Situation Analysis & Intelligence**Position: Documentation/Finance and Administration Chief****First Shift: Director, Fiscal Services****First Backup: Director, Financial Aid****Reports to: Site Incident Commander**

Responsibility: Collection, evaluation, documentation and status of all documents associated with the emergency response, including financial expenditures, timekeeping, and other necessary documentation.

Equipment:

- **See Equipment List**

Activation Phase:

- Maintain time log of the Incident, noting all actions and reports.
- Record content of all radio communication with District Emergency Operations Center (EOC).
- Record verbal communication for basic content.
- Log in all written reports.
- Important: A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records—they are legal documents.
- File all reports for reference.

Student and Staff Accounting:

- Receive, record, and analyze accounting of staff.
- Check off staff roster. Compute number of staff, and others at facility for Situation Analysis and update periodically.
- Report missing persons and site damage to Command Post.
- Report first aid needs to medical team leader.
- File forms for reference.
- Track regular and overtime of all staff

Deactivation Phase:

- Complete ongoing projects.
- Complete and file all required forms and reports.
- Securely package and store these documents for future use.
- Prepare an after-action report and provide a copy to the EOC. • Check out at Personnel Unit.

Documentation/Finance and Administration Chief**Equipment:**

- File boxes
- Situation Report
- Container or other storage facility with all emergency supplies stored on site.
- Emergency Supplies Inventory
- Volunteer Registration Forms
- List of Registered Disaster Volunteers
- Two-way radio
- Vest
- Hard hat

After An Emergency

Recovery Phase

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

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

The Riverside County Office of Emergency Services will facilitate with local, state, and federal officials to coordinate assistance programs and establishes support priorities.

If major damage has occurred to district infrastructure or property, a recovery committee will be formed at the direction of the Superintendent/President to coordinate planning and recommendations for recovery and reconstruction. This committee will incorporate representation from the affected district.

The Recovery Phase includes but are not limited to the following objectives:

- Reinstatement of district and program objectives and goals;
- Restoration of essential services and facilities;
- Restoring all utilities;
- Permanent restoration of damaged or destroyed property;
- Restoration of normal district services;
- Financial restitution from insurance carriers, state and federal sources that includes determining and recovering costs associated with response and recovery and applying for state and federal assistance programs;

- Establishing and staffing Local Assistance Centers and Disaster Assistance Centers;
- Research to uncover residual hazards, develop advance knowledge or notification of future disasters, and improve future emergency operations.

Preservation of Vital Records

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

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

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

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

Training & Exercises

Training

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

The Incident Commander will coordinate annual training for all staff with assignments identified in the Emergency Response Plan. Within 30 days of assignment to the Team, all new staff members will receive a basic orientation to the plan and their role. The orientation can simply involve major concepts of SEMS and the Incident Command System, key evacuation locations, review of position checklists, and the location of important resources.

All staff that may be assigned to participate in emergencies must maintain minimum training competencies pursuant to SEMS/NIMS regulations.

Exercises

Drills

The District should conduct at least 2 drills per year and can be either 2 of the same drills or a combination of a tabletop exercise, functional exercise or full-scale drill. Campuses and administrative facilities are required to complete certain drills related to safety compliance. Note: It is the responsibility of the district to comply with California Education Code, OSHA, local fire code, and any other regulations pertaining to the conduct of routine safety drills (i.e., fire drills, evacuation drills).

Tabletop Exercises:

All employees with assignments on the Emergency Response Team or a Field Response Department should participate in one facilitated Tabletop Exercise annually. This is a discussion based, guided review of policies and procedures. Scenario topics should vary to address a variety of incidents and conditions.

Functional Exercise:

The District EOC, campuses, and field response departments should conduct at least one functional exercise annually, simulating an actual incident or disaster. This serves to interpret and set policies, test specific procedures, and improve decision-making skills. The exercise can involve one location, or coordinate with additional locations or outside agencies. At the conclusion of the functional exercise, an after-action report should be prepared and distributed during a lessons-learned workshop involving all locations participating in the exercise.

Full-Scale Exercise

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

Earthquake Procedures

1. Stay calm: do not panic and run.
2. Remain where you are whether indoors or outdoors.
3. INDOORS:
 - a. DUCK under a desk or sturdy table. Stay away from windows, bookcases, and other heavy objects that could fall.
 - b. Stay under COVER until the shaking stops.
 - c. Hold onto the desk or table. If it moves, move with it.
 - d. Do not use the elevators. Fire alarms or sprinklers may come on.
4. Work with Public Safety Department & Emergency Preparedness in determining if evacuation is necessary. If further review is needed to initiate an evacuation announcement, contact a Dean, Vice President or the President. Use good judgment.
5. Remain calm and await instructions from the Command Post. Assist with evacuation, campus traffic, etc. Use good judgment.
6. Normally, do not evacuate until specifically directed to do so. Evacuation routes are displayed on the map posted within this document.
7. In the event of a major earthquake, an Emergency Treatment Center will be established in a designated parking lot.

Fire Procedures

1. PULL ALARM – This AUTOMATICALLY SUMMONS Fire Department. If an alarm is pulled and sounding **THEN YOU MUST EVACUATE THE BUILDING.**
2. Call and report fire to Public Safety Dept. Emergency Dispatch...2111
Public Safety Dept. outside phone 760-341-2111
3. If the fire is easily extinguishable, attempt to extinguish it. Fire extinguishers are located near the exits. You have a choice on each incident to fight the fire or flee. Learn where the two closest fire extinguishers are near your work area.
4. Evacuate the building if necessary, closing the fire doors (do not lock).
5. Proceed to designated area on the campus – see attached maps.

Responsibility of Supervisors, Managers, and Faculty:

The supervisor, manager, and instructor are to supervise the clearing of his/her area during an emergency evacuation, in an orderly manner using the designated evacuation paths to the designated safety areas. Attendance should be taken of each area evacuated. With faculty this will be the class roster. With area coordinators this will be the area staffing list.

Assembly areas are displayed on the map posted within this document. If the Emergency Alarm sounds, evacuate the building. In extreme situations, evacuation should take place to the evacuation areas designated on the building maps located in each classroom. If the fire alarm is terminated, work with the Public Safety Officers/Fire Department to determine if the building is all clear. The Evening Administrator's approval is required to authorize an all-clear and send faculty and students back into their respective classrooms. In the absence of an Evening Administrator the most senior Public Safety Officer will direct them back into their respective classrooms.

Handling Bomb Threats

1. Always be prepared to write the instant the phone rings. Record the exact words of the threat in writing. Do not panic. Remain calm and professional at all times. Ask the following questions:
 - How many bombs are there?
 - Where exactly are the bombs?
 - When will the bombs be detonated?
 - What kind of devices are they?
 - Are the bombs booby trapped? How?
 - Why did the caller select us as a target?
 - Who or what groups are involved?
2. Do not ask for identification of the caller until all of this information has been obtained.
3. Listen carefully and note the caller's characteristics:
 - Sex (male or female)
 - Approximate age (child, teen, adult)
 - Nationality
 - Accent or regional voice inflections
 - Education level
 - Mental attitude (calm, laughing, deliberate, angry, excited)
 - Rate of speech (slow, fast)
 - Voice volume (loud, soft)
 - Voice clarity (clear, muffled, disguised)
 - Unusual pronunciation (lisp, impediment, stuttering)
 - Use of words (appropriate? swearing? disjointed?)
 - Background noises (other voices, radio/stereo, street outdoor sounds, cars, horns)
 - Restaurant/bar sounds (murmuring voices, clinking)
 - Cellular phone (road noise, alternator whine)
 - Portable phone (typical hum)
4. Call 911 immediately and report bomb threat and provide any information requested by enforcement agency. Notify Public Safety Department.

Floods Procedures

1. Always be aware that inclement weather can affect us in the desert area. Should flooding occur, do not panic and remain calm.
2. Flooding may take place within a few hours or even days during torrential rains.
3. Go to higher ground or stay in a safe place with a means of escape but be ready should you need to evacuate from your area.

Responsibility of Supervisors, Managers, and Faculty:

The supervisor, manager, and instructor should be prepared to assist with sand bagging flooded areas or even shut down systems in locations where electrical hazards are present if needed. They may also be asked to assist in moving material and equipment from endangered areas to upper floors, as needed and monitor the level of flooding and rain damage that is occurring.

Flu Pandemic

1. A flu pandemic outbreak has the potential to spread very quickly, especially if transmission of the virus can be spread by human-to-human contact. Such an outbreak could significantly disrupt normal college functions for a period of two to four weeks or up to several months. An outbreak of this magnitude may require closure or significant disruption of normal college operations.
2. Limit illness and death arising from exposure and infection by eliminating or limiting face to face interactions.
3. Provide information on treatment and care for those who become ill and practice good hygiene through handwashing.
4. Do not share cups, dishes or cutlery and avoid sharing of printed documents. The virus can live for several hours on an inanimate surface.
5. If you must go out in public, wear a protective US NIOSH Certified N-95, N99 or N-100 respirator mask. Make sure it fits snugly.

High Wind Events

1. The safest place to during high winds is indoors. Postpone outdoor activities if a wind advisory or high wind warning has been issued.
2. If you are caught outside during high winds:
 - Take cover next to a building or under a shelter.
 - Stand clear of roadways or train tracks, as a gust may blow you into the path of an oncoming vehicle.
 - Use handrails where available on outdoor walkways and avoid other elevated areas such as roofs without adequate railing.
3. Watch for flying debris. Tree limbs may break and street signs may become loose during strong wind gusts. Keep an eye toward nearby balconies for loose objects that may fall.

In the event of a downed power line:

1. Call for help. Report downed lines to your local utility emergency center and to the police. Do not try to free lines or to remove debris yourself.
2. If a line falls on your car, stay inside the vehicle. Take care not to touch any of the metal frame of your vehicle. Honk your horn, roll down the window and warn anyone who may approach of the danger. Ask someone to call the police. Do not exit the car until help arrives, unless it catches on fire. To exit, open the door, but do not step out. Jump, without touching any of the metal portions of the car's exterior, to safe ground and get quickly away.

If you are driving:

1. Keep both hands on the wheel and slow down.
2. Watch for objects blowing across the roadway and into your path.
3. Keep a safe distance from cars in adjacent lanes as strong gusts could push a car outside its lane of travel.

4. If winds are severe enough to prevent safe driving, get onto the shoulder of the road and stop, making sure you are away from trees or other tall objects that could fall onto your vehicle. Stay in the car and turn on the hazard lights until the wind subsides.

Power Outage Events

1. Use flash lights in the dark, not candles.
2. Eliminate unnecessary travel, especially by car. Traffic lights will be out and roads may be congested.
3. If you are using a generator, be sure you understand the risks of carbon monoxide poisoning and how to use generators safely.
4. Turn off and unplug all unnecessary electrical equipment, including sensitive electronics.
5. Turn off or disconnect any appliances (like stoves), equipment or electronics you were using when the power went out. When power comes back on, surges or spikes can damage equipment.
6. Leave one light turned on so you'll know when the power comes back on.

ALICE Response Plan

Traditional response to an active shooter incident has been to shelter in place and wait for law enforcement official to arrive. While this type of response is not completely wrong, case studies of several active shooter/killer incidents have shown that using only this response has resulted in an increase in casualties. The district has adopted the "ALICE" response plan to assist you in your response should this type of incident occur. Persons may or may not receive advance warning of an active shooter/killer. A witness, personal observation or the sound of gunshots may be the only alert you receive, leaving little time to react. If you hear the sound of gunshots, you should begin to take necessary precautions.

In the event of an active shooter emergency, the "ALICE" response plan to assist you in determining the best options available to survive an attack. The "ALICE" response does not follow a set of prescribed actions, and you may not need to utilize all of the five steps when confronting an active shooter. Your survival is the most important outcome.

"ALICE" is an acronym for 5 steps you can utilize in order to increase your chances of surviving a surprise attack by an Active Shooter. Again, it is important to remember that the "ALICE" response does not follow a set of actions you "shall, must, will" do when confronted with an Active Shooter.

Alert

- Any number of things can alert you to a shooter situation:
 - Gunfire.
 - Witnesses.
 - Unusual commotion on campus.
 - Phone/Text alerts.

Lockdown

- A lockdown is a semi-secure starting point from which to make your survival decisions. If you decide not to evacuate, secure the room.
 - Lock the door.
 - Cover any windows in the door if possible.
 - Tie down the door if possible, using belts, purse straps, shoe laces, etc.
 - Barricade the door with anything available (desks, chairs, file cabinets.).
 - Look for alternative escape routes (windows, additional doors).
 - Call 911.
 - Move out of the doorway in case gunfire comes through it.
 - Silence or place cellphones on vibrate.

- Once secured, do not open the door for anyone. Unfamiliar voices may be the shooter attempting to lure you out. Police will enter the room when the situation is over.
- Gather weapons (coffee cups, chairs, books, pens, etc.) and mentally prepare to defend yourself or others.
- Put yourself in position to surprise the active shooter should they enter the room.

Incorm

- Use any means necessary to pass on real time information.
 - Use plain language.
 - Derived from 911 calls, video surveillance, etc. ○ Who, what, when where and how information. ○ Helps people in or around the areas area to make common sense decisions.
 - Can be given by Flash Alerts, PA Announcements, public safety radio speakers.

Counter

- Use of simple, proactive techniques should you be confronted by an active shooter.
 - Anything can be a weapon. ○ Throw things at the shooter's head to disrupt his aim. ○ Create as much noise as possible. ○ Attack in a group (swarm).
 - Grab the shooter's limbs and head. Take the shooter to the ground and hold him there.
 - Fight dirty: Bite, kick, gouge eyes, etc. ○ Run around the room and create chaos.
 - If you have control of the shooter, call 911 and tell the police where you are and listen to their commands when officers arrive on the scene.

Evacuate

- Remove yourself from the danger zone as quickly as possible to Decide if you can safely evacuate. ○ Run in a zigzag pattern as fast as you can. ○ Do not stop running until you are far away from the scene. ○ Bring something to throw at the shooter should you encounter him.

- Consider if a fall from a window will kill you. ○ Break out windows and attempt to quickly clear glass from the frame.
- Consider using belts, clothing or other items as an improvised rope to shorten the distance you would fall.
- Hang by your hands from the window ledge to shorten your drop. ○ Attempt to drop into shrubs, mulch or grass to lessen the chance of injury.
- Do not attempt to drive from the area.

What to Expect from Responding Police Officers?

- Police are trained to proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting quickly.
- Responding officers will normally be in teams. They may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, kevlar helmets, and other tactical equipment. The officers will be armed with guns. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them.
- Responding Police will have their weapons drawn and ready for use. They do not know exactly who the shooter/killer is and will probably point weapons at you. Just remain calm and follow any directions they may give you. You may be asked questions, patted down, and given orders to exit certain ways.
- Put down anything you may be carrying and keep your hands visible at all times.
- The first officers will not stop to aid injured people. Other officers and emergency medical personnel will follow to remove injured persons. Be prepared to have to provide first aid. Think outside the box. Tampons and feminine napkins can be used to stop blood loss. Shoes laces and belts can be used to secure tourniquets. Weighted shoes can be tied around a person's head to immobilize it. Remember it may be several hours until can safely move an injured person. The actions you take immediately to treat victims may save their life.
- Keep in mind that after you have escaped to a safer location, the entire area is still a crime scene.
- Police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned.
- Until you are released, remain where authorities designate.



ACTIVE SHOOTER RESPONSE GUIDE

ALERT

- It is recognizing the signs of danger and receiving information about the dangers from others.
- What is happening?
- What am I hearing? What am I seeing?



INFORM

- Communicate real time information on shooter location.
- Use clear and direct language using any communication means possible.



LOCKDOWN

- If Evacuation is not a safe option, barricade entry points.
- Prepare to Evacuate or Counter if needed.



COUNTER

- Last resort, create noise, movement, distance and distraction to reduce the shooter's ability to shoot accurately.



EVACUATE

- When safe to do so, run from danger using exits if necessary.
- Rally points should be predetermined.
- **DO NOT** use the rally points used in the event of a fire, or earthquake.



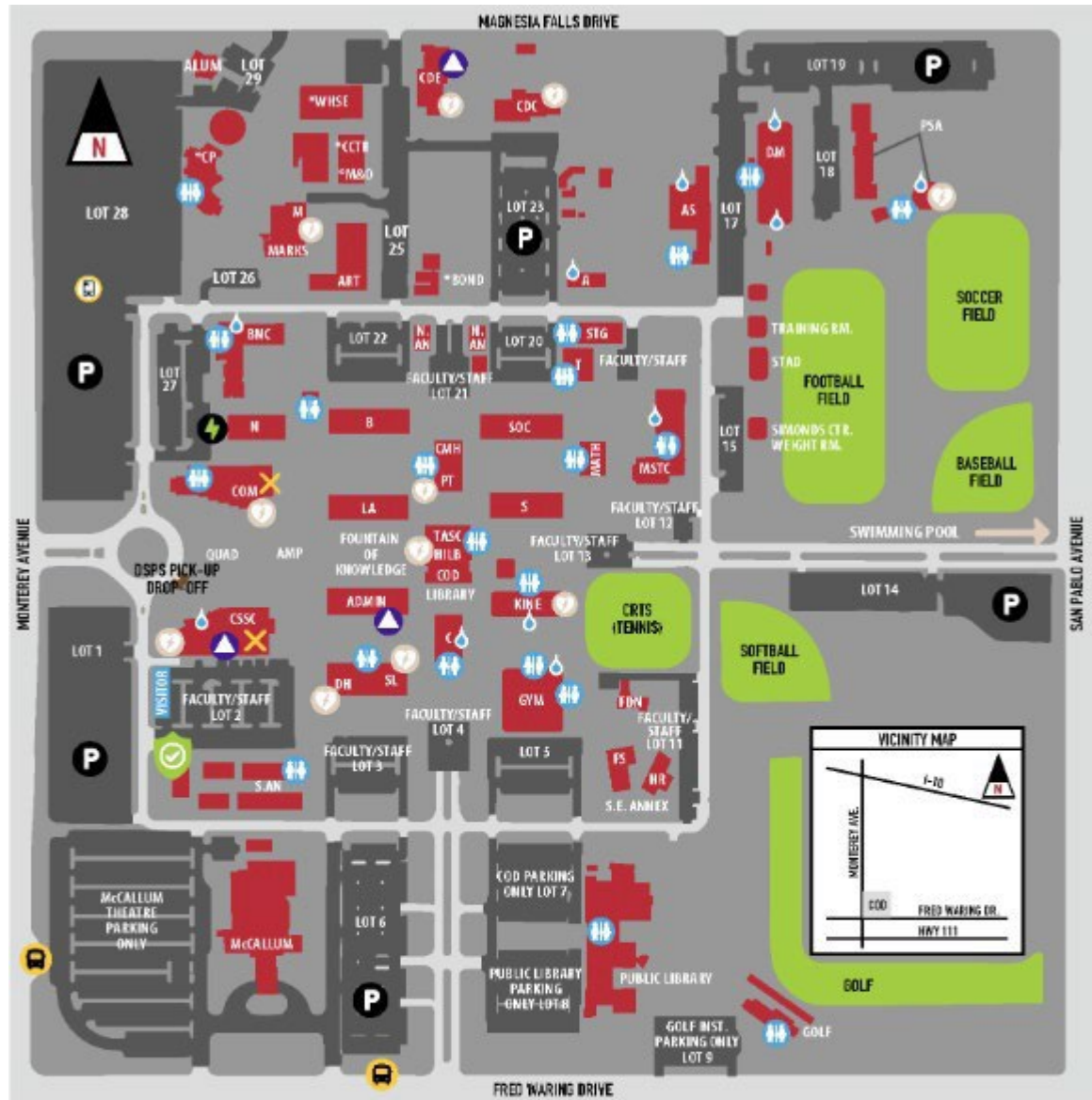
College of the Desert
Public Safety Department &
Emergency Preparedness

CALL 911

WHEN IT IS SAFE TO DO SO



Palm Desert Campus Map



PUBLIC SAFETY
 PARKING
 RESTROOMS
 GENDER NEUTRAL RESTROOMS
 AED
 BUS STOP
 EMERGENCY EXITS
 SELF-SERVE ONE-DAY PARKING PERMIT DISPENSER
 EV CHARGING STATION
 WATER BOTTLE FILLING STATION

<p>A Agricultural Sciences</p> <p>ADMIN Administration</p> <p>ALUM Alumni Centre</p> <p>AMP Amphitheatre</p> <p>ART Art</p> <p>AS Applied Sciences</p> <p>B Business Building</p> <p>BNC Barker Nursing Center</p> <p>BOND Board Office</p> <p>C Board Room</p> <p>CDC Child Development Center</p> <p>GMH Carol Meier Lecture Hall</p> <p>CP Central Plant</p> <p>CCTR Copy Center</p> <p>COM Communication</p>	<p>CRTS Tennis Courts</p> <p>CSSC Coxson Student Services Center</p> <p>DM Diesel Mechanics</p> <p>DH Dining Hall</p> <p>CDE Child Development Education</p> <p>FS Fiscal Services</p> <p>FDN Foundation</p> <p>GOLF College Golf Center</p> <p>GYM Gymnasium</p> <p>HILB Hill Building</p> <p>LIBRARY COD Library</p> <p>HR Human Resources</p> <p>KINE Kinesiology</p> <p>LA Liberal Arts</p>	<p>M Music Classroom</p> <p>M&O Maintenance & Operations</p> <p>MARKS Walker N. Marks Center for the Arts</p> <p>MATH Math</p> <p>McCALLUM McCallum Theatre</p> <p>MSTC Math Science Technology Center</p> <p>N Nursing</p> <p>NAN Nath Annex</p> <p>PSA Public Safety Academy</p> <p>PT Pellick Theatre</p> <p>LIBRARY Public Library</p> <p>QUAD Student Plaza (Drop-off & Walkway)</p> <p>S Science</p> <p>SIMMONS SImmons Center Weight Rooms</p>	<p>S-AN South Annex</p> <p>SOC Social Sciences</p> <p>STAD Stadium</p> <p>STG Stagecraft Shop</p> <p>SL Student Life</p> <p>TASC Tutoring Academic Skills Center</p> <p>T Theatre Tea</p> <p>TR Training Room</p> <p>WHSE Warehouse</p> <p style="text-align: right;">* STAFF ONLY</p>
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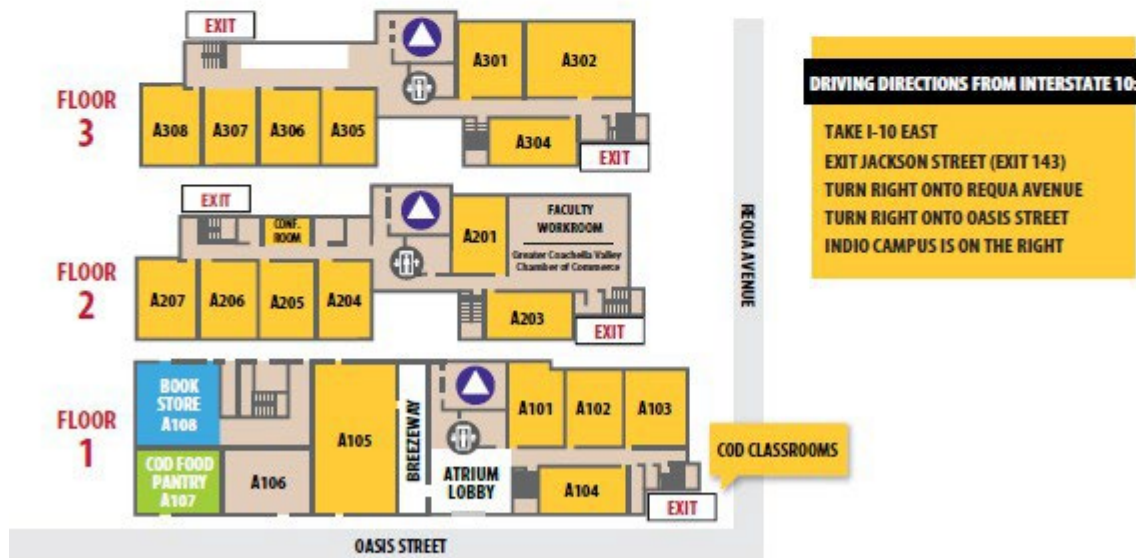
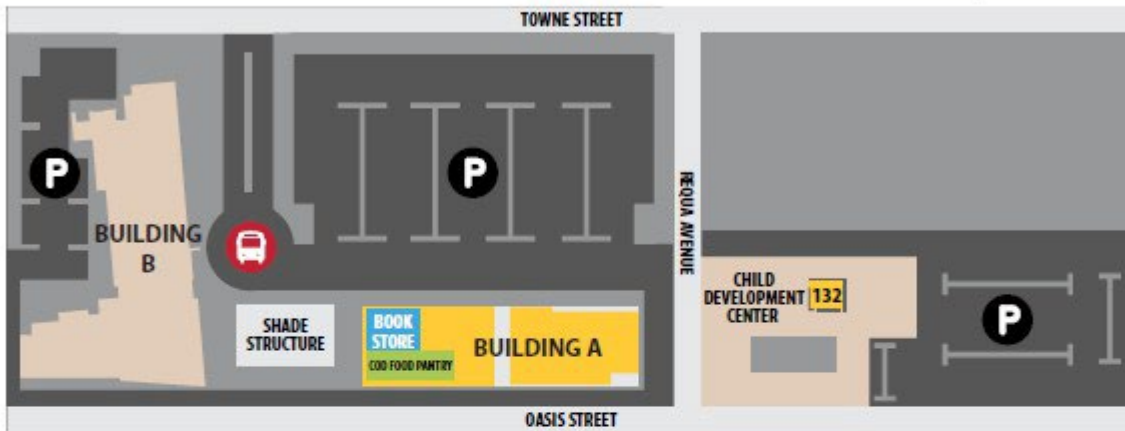


East Valley Indio Campus Map



INDIO CAMPUS
45524 OASIS STREET, INDIO, CA 92201

INDIO CHILD DEVELOPMENT CENTER
45742 OASIS STREET, INDIO, CA 92202
LAST UPDATED: 11/21/2024



 **PARKING**
  **EMERGENCY EXIT**
  **GENDER NEUTRAL RESTROOMS**
  **BUS STOP**
  **ELEVATOR**
  **PUBLIC SAFETY 442-666-9439 AT BUILDING B**

 **MAIN NUMBER: 442.666.9439** **COLLEGEOFTHEDESERT.EDU**

Mecca Thermal Campus Map



COLLEGE
of the DESERT

MECCA/THERMAL

61-120 BUCHANAN STREET, THERMAL, CA 92274

DIRECTIONS FROM PALM DESERT CAMPUS:

TAKE I-10 EAST EXIT 86 EXPRESSWAY SOUTH (SPLITS TO THE RIGHT)
TAKE A LEFT ON AVENUE 62
TAKE AN IMMEDIATE LEFT ON BUCHANAN ST.
TAKE A RIGHT AT THE FIRST STOP SIGN INTO THE CAMPUS

DIRECTIONS FROM SALTON SEA AREA:

NORTH ON 86 EXPRESSWAY
TAKE A RIGHT ON AVENUE 62
TAKE AN IMMEDIATE LEFT ON BUCHANAN ST.
TAKE A RIGHT AT THE FIRST STOP SIGN INTO THE CAMPUS

 PUBLIC SAFETY
760.490.8588

 AED

 RESTROOMS

 PARKING

 BUS STOP



COLLEGEOFTHEDESERT.EDU

MAIN NUMBER
760.396.2010

West Valley Palm Springs Campus Map



COLLEGE *of the* DESERT

TEMPORARY PALM SPRINGS CAMPUS

1300 EAST BARISTO ROAD, PALM SPRINGS, CA 92262

DRIVING DIRECTIONS FROM INTERSTATE 10:

TAKE I-10 TO INDIAN CANYON DRIVE
 HEAD SOUTH ON INDIAN CANYON TOWARD PALM SPRINGS
 LEFT ON VISTA CHINO
 RIGHT ON SUNRISE WAY
 RIGHT ON BARISTO
 CAMPUS IS ON RIGHT SIDE

TAKE I-10 TO RAMON ROAD
 HEAD WEST ON RAMON
 RIGHT ON SUNRISE
 LEFT ON BARISTO
 CAMPUS IS ON RIGHT SIDE





PUBLIC SAFETY



PARKING



RESTROOMS



AED

PS-7 STUDENT SERVICES

PS-8 COMPUTER LAB

PS-9 STUDENT COMMONS

PS-10 COMPUTER LAB

PS-11

MAIN CAMPUS

LEARNING RESOURCES CENTER

PS-5

PS-4

PS-3

PS-2

PS-1 ADMIN

COLLEGE OF THE DESERT .EDU

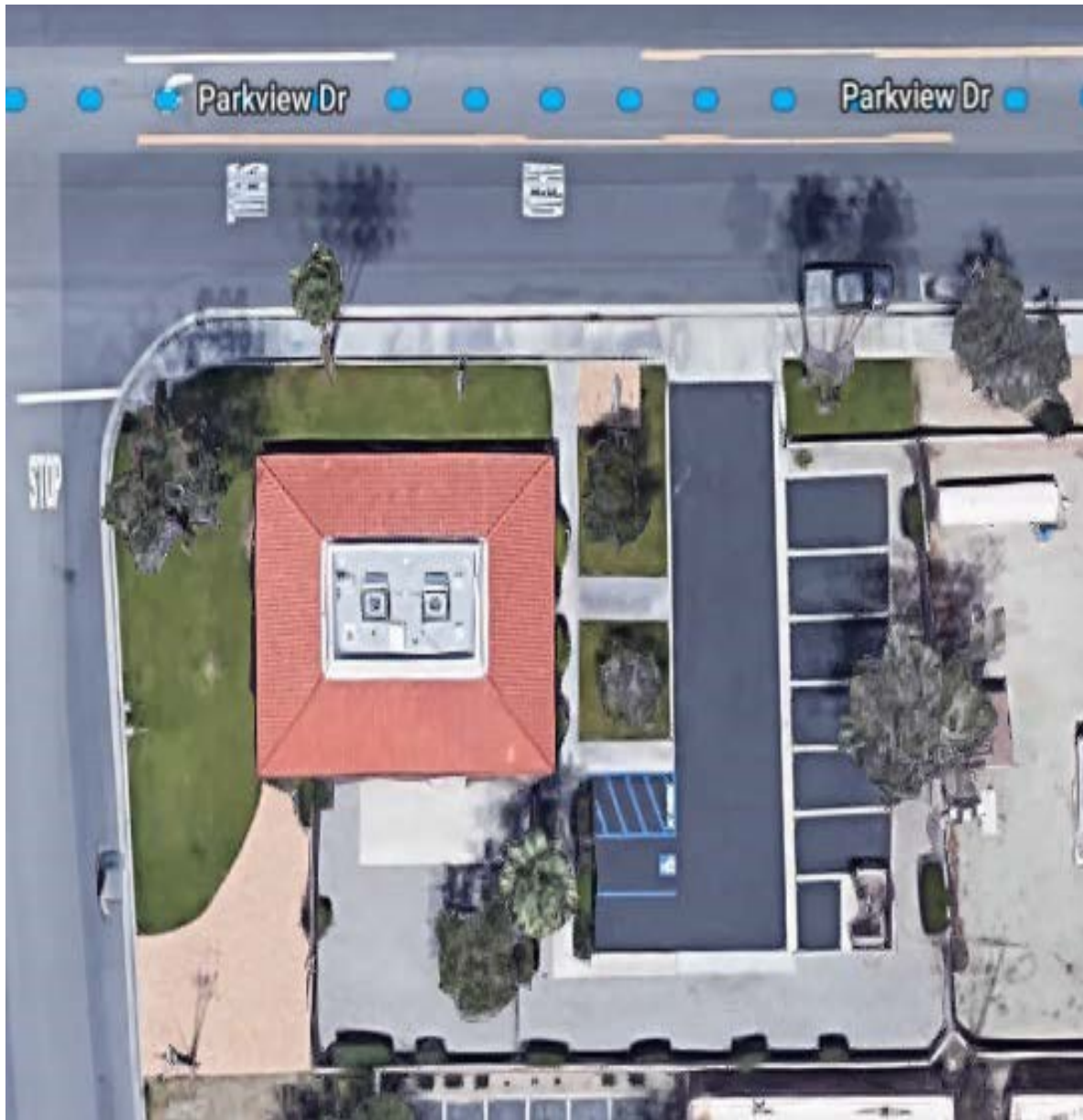
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COD Emergency Operations Plan 72 | Page

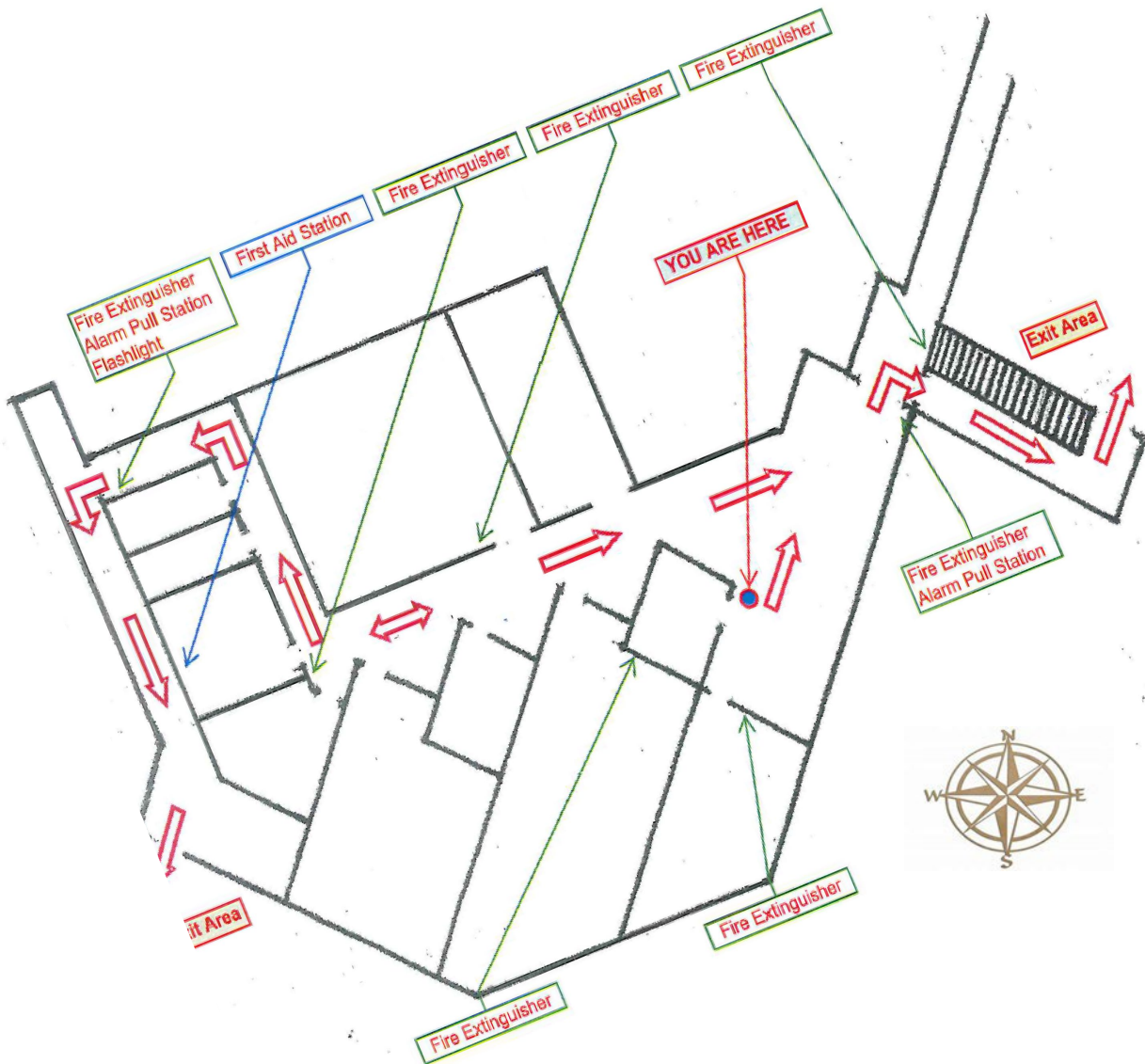
Desert Hot Springs Campus Map



KCOD Campus Map



Westfield Mall-PaCE Campus Map



Roy Wilson Training Center

