



Origination 06/2012
Last Approved 08/2025
Last Revised 08/2025
Next Review 08/2035

Chapter Lead Kristina Hannon:
Chapter 3(CC)&7
Policy Area Chapter 3
General Institution
References CCLC |
Legally Required

BP 3505 Emergency Response Procedures

(Replaces current SBCCD BP 3505)

The District shall have emergency response, evacuation, and notification procedures for communicating to the District community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of employees, faculty, students and/ visitors, and children in childcare programs occurring at District and/or College Campuses.

The **Chancellor** shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the California's Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and shall incorporate the functions and principles of the Incident Management System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among various responding and assisting agencies in the event of an emergency or natural disaster. Additionally, the District must be compliant with NIMS and SEMS standards in order to receive federal or state funding.

Compliance with NIMS and SEMS mandates include but are not limited to:

- Establishing disaster preparedness procedures and an Emergency Operations Plan (EOP);
- The completion of training by District employees in compliance with NIMS and SEMS guidelines; and
- Training requirements vary based on job titles or assigned roles within the emergency plan.

District employees must be informed that as public employees, they are also disaster service workers during national, state and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The **Chancellor** should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and State.

The EOP shall contain information regarding response protocols, emergency operations activation procedures and chain of command responsibilities. Compliance with NIMS mandates requires addressing all phases of emergency management; Mitigation, Planning, Preparedness, Response, and Recovery. The District must ensure that its plan is updated regularly.

References:

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

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Attachments

- [BP 3505 Emergency Response Plan - Comments](#)
- [BP 3505 Emergency Response Plan - Legal Citations](#)
- [BP3505- OLD.pdf](#)

Approval Signatures

Step Description	Approver	Date
Approved per Level 2 process in AP 2410	Raquel Perez: Senior Executive Admin Asst	08/2025