



Origination 05/2012
Last Approved 08/2025
Last Revised 08/2025
Next Review 08/2035

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Chapter 3(CC)&7
Policy Area Chapter 3
General Institution
References CCLC I
Legally Required

AP 3505 Emergency Response Procedures

(Replaces current SBCCD AP 3505)

EMERGENCY OPERATIONS PLAN

In order to ensure the health or safety and security of all employees, faculty, students, visitors, and children in childcare programs before, during, and after an emergency and to protect the District and/or College Campuses, the District has developed an Emergency Operations Plan (EOP). The EOP shall be followed in times of emergencies, as proclaimed by the **Chancellor** or designee.

The Incident Commander (typically the District Police Department (SBCCD-PD) or other law enforcement first on-scene) shall have on-scene authority over an emerging or declared emergency or incident.

The Chancellor, in conjunction with the Chancellor's Cabinet, shall have authority over final emergency response direction and determinations. All emergency related press releases will be prepared by the involved campus and the District Public Information Officer and the Chancellor's Cabinet. In the absence of this person, the lead administrator will designate an individual responsible for this function.

An emergency is defined as a state of danger that demands immediate action to protect health, safety, and/or property within the District.

The written EOP is posted on the District website at:

- Emergency Operations Plan

The EOP shall comply with current federal and state standards for emergency management protocols including the following:

- Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) and Emergency Preparedness Components
 - The EOP is written in accordance with California SEMS and NIMS to manage

incidents involving all threats and hazards. EOPs written in compliance with SEMS allow all District worksites/campuses to manage responses to multi-agency and multi-jurisdiction emergencies. By incorporating NIMS into the EOP, District worksites/ andcampuses will have a system to manage incidents involving all threats and hazards and will be able to reduce the loss of life, property, and harm to the environment.

- The EOP should encompass steps and procedures to ensure the District is able to manage the event before it begins to after the event has concluded. Every step is vital in being able to save lives and deal with the emergency. The following five key components should be addressed in the plan:
 - 1. Preparedness Being prepared is a key part of the planning process. College Campuses should be able to identify personnel, training, and equipment needed for a wide range of potential incidents. As part of this process, specific steps should be listed in order that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities.
 - 2. Prevention Prevention is a vital step in emergency preparedness. Prevention is a part of the plan that includes steps to protect lives and property. The EOP should include those steps to avoid an incident or to intervene to stop an incident from occurring at the District and/or College Campuses.
 - 3. Response As part of the EOP, the processes and procedures to respond to an emergency once it has already occurred or is certain to happen in an unpreventable way shall be listed. The response plan should also include a way to establish a safe and secure environment, save lives and property, and facilitate the transition to recovery.
 - 4. Recovery The EOP should include steps to take immediately to save and sustain lives, protect property and the environment, and meet basic human needs. This plan shall include actions needed to support short-term recovery.
 - 5. Mitigation The EOP mitigation procedures seek to fix the cycle of disaster damage, reconstruction, and repeated damage.

Emergency Communication Protocols

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

Upon confirmation or verification by the SBCCD PD that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of employees, faculty, students, visitors, and children in childcare programs is occurring in the District or on College campuses, the

SBCCD PD will, without delay, take into account the safety of the community, initiate emergency procedures, determine the content of any notifications, and deploy the District's Emergency Notification System (ENS) unless issuing a notification will, in the judgment of the first responders (including, but not limited to SBCCD PD), compromise the efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.

When reasonable, the Chancellor's Cabinet, in conjunction with the Chief of Police, Safety & Risk Management, and other relevant stakeholders will be responsible for initiating emergency procedures and/or issuing an ENS message. They shall work in consultation to initiate emergency procedures and/or issue an ENS message if reasonable and possible. While efforts are made to confer with the consultation group prior to initiating emergency procedures and/or issuing an ENS message, the Chief of Police or designee or the involved College Campus President or designee has authority to initiate emergency procedures and/or issue an ENS message without consultation when necessary to ensure the safety of the campus community.

The District ENS is comprised of several components designed for rapidly communicating information to the entire District, a particular campus, or particular segments of the campus community.

In the event a serious incident poses an immediate threat to members of the District/campus community or segment of the District/campus community, the SBCCD PD will use some or all of the ENS components described below to communicate that threat to the campus community or to the appropriate segment of the community. These ENS communication components include:

- Network e-mail
- SMS text messages sent to mobile phones or other digital devices
- Live voice broadcasts through on-campus speakerphones
- Public address systems
- Posted information on District and/or College Campus websites
- Social media sites and applications
- Scrolling emergency messages on District connected computers
- Hand-held radios
- Recorded voice messages: (909) 382-4002
- Phone calling trees

During a critical incident, the SBCCD PD will ensure updated information is provided at established regular intervals using any or all of the ENS components.

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

The involved campus and/or District Public Information Officer will be responsible for the dissemination of emergency information to the larger community (including external community members and stakeholders) through press conferences, news releases, social media outlets, cell phone alerts, website announcements, radio, and TV alerts.

The following is a list of situations where one might expect an ENS message:

- Active Shooter/Armed Intruder
- Active violence
- Earthquake
- Wildfire
- Building fire
- Utility interruption
- Terrorist incident
- Bomb threat
- Civil unrest or rioting
- Explosion
- Approaching extreme weather
- Mudslide
- Campus closure
- Emergency preparedness drills
- Other incident or situation requiring rapid communication of life safety information

Employee Training and Legal Responsibilities

Employee training is an integral part of the EOP in order to ensure safety of employees, faculty, students, visitors, and children in childcare programs on District and/or College Campuses. Training and exercises will be held on a regular basis following a developed plan that allows for all scenarios that will help staff react to emergency situations in an effective manner. The following groups include, but are not limited to, those who will need training:

- All employees
- Emergency Response Team(s)
- Business Continuity Team(s)
- Crisis Communications Team(s)

Legal Responsibilities of Public Employees During an Emergency

The Government Code of the State of California (Title 1, Division 4, Chapter 8, Section 3101) has defined the term “public employees” to include all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed. It also defines the term “disaster service worker” to include all public employees.

State of California, Government Code Title 1, Division 4, Chapter 8, Section 3100:

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or in extreme peril of life, property, and

resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by superiors or by law.

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

District Support Operations

- District Support Operations employees fall under the respective emergency protocols of the worksite/campuses where they are located at the time of incident/emergency.

Campus Specific Emergency Protocol

- The EOP includes annexes which provide campus specific direction in the event of an emergency. It is the goal and purpose of the EOP to protect the health or safety and security of those associated with the District should an emergency occur. The effective use of the EOP will help protect life and safety, reduce property and environmental damage, minimize disruption and economic losses, and shorten the recovery period.

The EOP will have the following details as part of their overall guidelines for employees, faculty, and students and children in childcare programs as required by the State of California.

- Establish the members of the President's Cabinet as those with the authority to make campus level determinations regarding incidents that are localized and do not rise to the level of campus closure.
- Coordination protocol with local, state, federal, and non-governmental agencies that the campus will coordinate with to pool and allocate resources and emergency response activities. Coordination between agencies is to establish priorities for response; developing strategies for handling multi-agency response problems; sharing information; and facilitating communications.
- Incident response plans for each type of scenario that may arise at District worksites/campuses.

Employee Assignments and Duties

- The EOP shall include, at minimum, the assignments and duties of District leadership, worksite/campus leadership, and members of the Emergency Response Team(s), Business Continuity Team(s), and Crisis Communications Team(s).

References:

Education Code Sections 32280 et seq. and 71095; Government Code Sections 3100 and 8607(a);

Homeland Security Act of 2002; National Fire Protection Association 1600; Homeland Security Presidential Directive-5; Executive Order S-2-05; California Code of Regulations Title 19, Sections 2400-2450; 34 Code of Federal Regulations, Section 668.46(b)(13) and (g)

Attachments

- [📎 AP 3505 Emergency Response Plan - Comments](#)
- [📎 AP 3505 Emergency Response Plan - Legal Citations](#)

Approval Signatures

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