

In the event of an emergency, natural disaster, or the occurrence of a hazardous condition, the superintendent/president will ensure the activation of a plan to protect and govern employees, students, visitors, and children in childcare programs on its campuses and facilities. The superintendent/president will implement a campus emergency management team to aid in the creation and implementation of its emergency procedures or plan, and to review and update that plan on at least an annual basis.

The district Emergency Response Plan shall adopt California's Standardized Management System (SEMS) and the National Incident Management System (NIMS). The purpose of SEMS is to provide a standardized response to emergencies involving multiple jurisdictions or multiple agencies. Compliance with requirements includes the use of the basic principles and components of emergency management, which includes the Incident Command System (ICS), multi-agency or inter-agency coordination, the operational-area concept, and established mutual-aid systems. SEMS and NIMS both utilize ICS. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, which is responsible for the management of resources to effectively accomplish the district's stated objectives in response to an incident.

For major incidents, NIMS provides a consistent, nationwide template to ensure that local, state, and federal agencies work together to prepare for, prevent, respond to, and recover from incidents. The following are criteria and areas that should be included in the district's Emergency Response Plan.

SEMS

State agencies are required by law to use SEMS. There are five designated levels in the SEMS organization: field response, local government, operational areas, regions, and state. Each level is activated as needed.

- A. Field-response level commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat.

MiraCosta Community College District

Page 1 of 3

Effective Date: 2/16/10, 7/7/15
References: Education Code §§32280 et seq., 71095
Government Code §§3100 et seq., 8558, 8559, 8600, 8605, 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 (CCR) §§2400-2450
CCLC Update: #16, 4/09; #17, 2/10; #19, 8/11
Steering: VPAS / N/A

- B. Local-government level manages and coordinates the overall emergency response and recovery activities within their jurisdiction.
- C. Operational-area level manages and/or coordinates information, resources, and priorities among local governments within the operational area and serves as the coordination and communication link between the local-government level and the regional level.
- D. Regional level manages and coordinates information and resources among operational areas within the mutual-aid region designated pursuant to Government Code §8600 and between the operational areas and the state level. This level along with the state level coordinates overall state-agency support for emergency response activities.
- E. State level manages state resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual-aid regions and between the regional level and state level, and serves as the coordination and communication link with the federal disaster response system.

The district plan includes the following functions:

- A. Management
- B. Operations
- C. Planning/Intelligence
- D. Logistics
- E. Finance/Administration

Training

The district shall determine the appropriate level(s) of SEMS training for each of its employees. This determination is dependent upon the employee's potential assignment during an emergency-response situation. The district should ensure that its emergency-response personnel can demonstrate and maintain the minimum SEMS performance objectives at the appropriate level, as required by the district's training programs.

Compliance with SEMS

To be compliant with SEMS requirements, the district must include the five essential SEMS functions in its Emergency Response Plan. To be in compliance with SEMS, the Emergency Response Plan must at minimum address the following functions:

- A. Management
- B. Operations
- C. Logistics
- D. Planning/Intelligence

E. Finance/Administration

In the event that a local emergency occurs and the Governor declares a state of emergency, if the district responds to said emergency, the district shall complete and transmit an after-action report to the California Office of Emergency Services (OES) within ninety days of the close of the incident period. The after-action report shall at a minimum include a review of the response actions taken, the application of SEMS, the identified training needs, suggested modifications to SEMS, necessary modifications to the SEMS plans and procedures, and an up-to-date recall of the recovery actions.

NIMS

The district must also be in compliance with the federal requirements for emergency preparedness or NIMS. The five components of NIMS are:

- A. Command and Management including ICS
- B. Preparedness
- C. Resource Management
- D. Communications and Information Management
- E. Supporting Technologies
- F. NIMS Management and Maintenance

Compliance with NIMS

To comply with NIMS requirements, the district must ensure that its employees receive the appropriate NIMS training. NIMS compliance is measured by a performance-based metrics system. In addition to the training requirements, the district must also comply with state and federal preparedness laws for public institutions.

Medical Emergencies

In medical emergencies when the nurse is not available, college personnel are to call College Police. Desk phones have a red emergency button.

For emergencies when offices are closed during the week or on weekends, individuals should call College Police or dial 911.

Transportation of Injured or Ill

Health Services Department at the appropriate campus should be called first. College Police can also facilitate the paramedic response, if necessary.