PURPOSE
The Emergency Response Plan is the District’s planned response to all hazards affecting the college or surrounding community. The plan will be activated by the District Chief Executive Officer or designee (Incident Commander). The Emergency Response Plan details actions and responsibilities for District employees including the Incident Command Team (ICT).

RESPONSIBILITY
Government Code Sections 3100-3101 state that all employees of the District are declared civil defense workers during emergencies, subject to activities as may be assigned to them. Federal and state regulations further state 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.

EMERGENCY OPERATIONS CENTER (EOC) AND INCIDENT COMMAND TEAM (ICT)
The Emergency Operations Center (EOC) will be activated during emergency situations by the Incident Commander. The EOC may be staffed by one or more key administrators depending on the situation. The ICT staff will direct the District’s response to emergency situations and coordinate with outside agencies and requests for outside support. Designated District employees will assist the ICT staff in carrying out their duties.

EMERGENCY CHAIN OF COMMAND
1. Law Enforcement
2. Fire Department
3. Incident Command Team

The ICT shall:
- Declare a major emergency in the event of earthquake, explosion, flood, etc.
- Assess the overall emergency based on reports from area managers
- Initiate the emergency notification chain (e.g., call back of employees)
- Mobilize additional staff for heavily damaged areas
- Determine and disseminate the “All-Clear” when the emergency is over

All press releases will be prepared by the Public Information Officer or designee. In absence of this person, the Incident Commander will designate an individual responsible for this function.
EMERGENCY PREPAREDNESS
The District’s emergency preparedness is based on available supplies, training and awareness, emergency preparedness drills, and support agreements with civil and private agencies. All employees of the District will receive training in responding to and managing emergency situations according to federal and state laws and regulations.

EMERGENCY RESPONSE
General information about the emergency response and evacuation procedures is publicized each year on the Emergency Preparedness website: http://www.cabrillo.edu/internal/emergency/

All college employees shall be notified on an annual basis that they are required to notify law enforcement of any incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees. Law enforcement 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, law enforcement has a responsibility to respond to such incidents to determine if the situation poses a threat to the community. If so, federal law requires that the institution immediately notify the college and appropriate segments of the community that may be affected.

In the event of a serious incident that poses an immediate threat to members of the college, the District has communication systems in place that may be activated in the event of an immediate threat to the college. These methods of communication include email, texting, phone intercom system, two-way radios, social media programs (Facebook/Twitter), and Cabrillo’s home page website. Employees and community members can call the District’s telephone line for recorded updates.

The District’s Public Information Officer or designee will be responsible for the dissemination of emergency information to the larger community using the established communication systems.

EMERGENCY RESPONSE DRILLS
Evacuation drills shall be coordinated by the Incident Command Team annually. Building Emergency Exits are provided as well as information regarding the direction individuals should travel when exiting facilities.

Evacuation drills are monitored by local law enforcement and the ICT. Reports will be prepared by participating departments and recommendations for procedural improvements will be submitted to the appropriate departments.

EMERGENCY ASSEMBLY AREAS
Emergency designated assembly areas are listed in the published plan. Evacuation maps are posted in each classroom and designated areas, providing directions to assembly areas. Assembly areas are subject to change due to varied circumstances involving emergency evacuation.
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)

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