

AP 3505 Emergency Response Plan

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 Part 668.46(b)(13) and (g)

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

General information about the emergency response and evacuation procedures for the District is publicized each year as part of the District's Clery Act compliance efforts and that information is available on the District web site at www.gavilan.edu.

All members of the campus community are notified on an annual basis that they are required to notify Security of any situation or 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 on campus. Security 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, Security has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, 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 District that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the District will determine the content of the message and will use some or all of the systems described below to communicate the threat to the campus community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The District will, without delay, take into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: Security, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the campus community, the District has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include network emails, emergency text messages that can be sent to a phone or Personal Digital Assistant (individuals can sign up for this service on the District web site), public address system, phone calling trees, District website and emergency messages that scroll across computer screens when logged into the District's computer system. The District will post updates during a critical incident on the District web site at www.gavilan.edu. Individuals can call the District's recorded information telephone line at 408-852-2826 for updates.

The District's Public Information Officer will be responsible for the dissemination of emergency information to the larger community through cell phone alerts to student and staff, radio, TV alerts, campus email and the phone system.

TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

An evacuation drill is coordinated by the Associate Vice President, Business & Security Services once per year for all facilities on campus. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The District Security does not establish locations for evacuation in advance about the designated locations for evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, Security and District staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

Evacuation drills are monitored by the Associate Vice President, Business & Security Services and District administration to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

The District conducts numerous announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. The Associate Vice President, Business & Security Services and District administration coordinate announced and unannounced evacuation drills once per year, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. For each test conducted, the District Associate Vice President, Business & Security Services will document a description of the exercise, the date, time, and whether it was announced or unannounced. The District will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

Overview

This Emergency Response Plan (ERP) provides direction in the event of an emergency. It is the goal and purpose of this plan to protect the safety and security of those associated with the District should an emergency occur. The effective use of this plan will help:

- Protect life and safety,
- Reduce property and environmental damage,
- Minimize disruption and economic losses, and
- Shorten the recovery period.

To ensure effective implementation of this plan, all personnel designated to carry out specific responsibilities are expected to know and understand the policies and procedures outlined in this document and other associated supporting documents.

The District's response to a major crisis will be conducted within the framework of this plan except when directed otherwise by the Superintendent/President or the Superintendent/

President's appointed representative. The plan includes a chain of command that establishes decision-making authority during an emergency.

Scope and Definitions

An emergency is defined as a sudden state of danger that occurs unexpectedly and that demands immediate action to protect the health and safety of individuals within the institution.

The following are examples of emergency situations:

- Bomb threat
- Earthquake
- Explosion
- Fire
- Hazardous materials spill/release
- Hostage situation
- Campus shooting
- Terrorist incident

Specific information about the District's response plan for a potential outbreak of flu-like illness (including H1N1) can be found [here](#). Other emergency procedures can be found [here](#).

Crisis Management Response Structure

In the event of an emergency, the Associate Vice President, Business & Security Services or designee will contact the Superintendent/President and Vice Presidents to report the emergency.

The above managers will convene (via conference call if necessary) and decide whether to declare a state of emergency, start the process of notifying the community and media if necessary, and review and discharge responsibilities as detailed in the plan (below). The Superintendent/President will convene the Emergency Response Team (ERT) and activate the Emergency Operations Center (EOC) if necessary to participate in the execution of the plan. The ERT consists of representatives from community safety, computer and information services, environmental health and safety, facilities services, public affairs, student services, residence life, health and counseling, human resources, conference and events planning, and food services.

Update and Drill

The ERT and designees will review and update this plan each year or more frequently, as needed. ERT members will practice emergency procedures on a regular basis and will obtain training or re-training as needed.

Emergency Response Team Responsibilities

The manner in which college personnel and equipment are utilized during an emergency will be determined by the ERT under the direction of the Incident Commander or his/her designee. The ERP will remain in effect until the Superintendent/President or his/her designee deems the college ready to return to normal operation.

Emergency Level Definitions and Responses

In all types of emergencies, once outside agencies arrive on the scene (i.e., Police Department, Fire Bureau, Emergency Management Agency personnel, etc.) these agencies will assume control of the operations. The ERT and EOC will act as resources to these responders.

The following definitions of emergency levels determine the type of response:

Level 1 Emergency (least serious)

Characteristics

- may involve threat of incident rather than actual incident
- may be addressed with college personnel and resources
- outside assistance may be called upon
- may be limited to small area of campus
- potential impact on health, safety, or property
- may interrupt classes and college operations for limited time (up to half a day)

Examples

- unplanned power outage
- approaching blizzard, storm, or other natural event
- water pipe break
- unidentified odor
- injured, missing, or deceased individual
- mild pandemic outbreak

Response Profile

- Dispatcher notifies Associate Vice President, Business & Security Services or Safety Officer and the Director of Information Technology
- Associate Vice President, Business & Security Services or the Safety Officer notifies the Executive Team
- Superintendent/President and the Associate Vice President, Business & Security Services decide whether or not to activate ERT and EOC
- Assess extent of incident impact on health, safety, property
- Decide whether evacuation is required; initiate as needed
- Decide whether medical or other outside assistance is required; contact as needed
- Decide on notification to community; send message(s); update web site as needed
- Account for students, personnel, and visitors involved in incident
- Decide on continuity of classes and college operations; notify community
- Update community on progress and final resolution of incident
- Determine incident follow-up plan

Level 2 Emergency

Characteristics

- requires outside assistance, primarily from local services
- may involve large portions or all of campus
- potential loss of life
- potential serious impact on health, safety, or property
- will interrupt classes and college operations for more than half a day
- pandemic outbreak

Examples

- weather event
- earthquake (minimal structural damage)
- bomb threat
- hazardous materials release/spill
- widespread/prolonged power outage

- violence or civil disturbance

Response Profile

- Dispatcher notifies Associate Vice President, Business & Security Services or Safety Officer and the Director of Information Technology
- Associate Vice President, Business & Security Services or the Safety Officer notifies the Superintendent/President
- The Superintendent/President, Associate Vice President, Business & Security Services or designee activates ERT and EOC
- Assess extent of incident impact on life, health, safety, property
- Decide whether evacuation is required; initiate as needed
- Decide whether medical or other outside assistance is required; contact as needed
- Notification to community; send message(s); update web site
- Account for all students, personnel, and visitors
- If no evacuation needed, ensure adequate food, water, heat, medical supplies, waste disposal, etc. for campus residents
- Decide on continuity of classes and college operations; notify community
- Establish media center; establish communication channels with relatives, government agencies, vendors, the public, etc.
- Update community on progress and final resolution of incident
- Determine incident follow-up plan

Level 3 Emergency (most serious)

Characteristics

- requires outside assistance from local, possibly state and federal services
- involves all of campus
- potential loss of life
- severe impact on health, safety, or property
- classes and college operations suspended for an extended period
- long-term effects on the college

Examples

- shooting
- uncontained fire
- severe weather event
- major earthquake (serious structural damage)
- explosion
- uncontained bio, chemical, or nuclear hazard
- terrorist incident
- pandemic outbreak

Response Profile

- Contact emergency responders and assist them as needed
- Associate Vice President, Business & Security Services or Safety Officer and the Director of Management Information Systems
- Associate Vice President, Business & Security Services or Safety Officer notifies the Executive Team
- Associate Vice President, Business & Security Services or Safety Officer activates ERT and EOC

- Assess extent of incident impact on life, health, safety, property
- Decide whether evacuation is required; initiate as needed
- Decide whether medical or other outside assistance is required; contact as needed
- Notify the community by sending message(s) to media outlets and updating the District's web site at www.gavilan.edu
- Activate emergency web site and other emergency communications channels as needed
- Account for all students, personnel, and visitors
- If no evacuation needed or possible, ensure adequate food, water, heat, medical supplies, waste disposal, etc. for campus residents
- Decide on resumption of classes and college operations; notify community
- Establish media center; establish communication channels with relatives, government agencies, vendors, the public, etc.
- Update community on progress and final resolution of incident
- Determine incident follow-up plan

EMERGENCY TELEPHONE NUMBERS

American Red Cross	800-733-2767
Safety	"10" or 408-710-7490
Emergency Management Office	916-845-8510
FBI (San Francisco Office)	415-553-7400
Fire/Police/Medical Emergency	911
Health Services (from on campus)	408-848-4791 or ext. 4791
Gas Company (PG&E)	800-743-5000
Poison Control Center	800-222-1222
Electric Company (PG&E)	800-743-5000
Police/Local Law Enforcement:	
Emergency	911
Non-emergency:	
On Gilroy Campus	"10" or 408-710-7490
City of Hollister	831-636-4330
City of Morgan Hill	408-779-2101
Santa Clara County Sheriff	408-683-2681
Local Hospital:	
Saint Louise Regional Hospital (Gilroy)	408-848-2000
Hazel Hawkins Memorial Hospital (Hollister)	831-637-5711
Local Trauma Center:	
Santa Clara Valley Medical Center (San Jose)	408-885-5000

Additional Resources/Information

There are a number of additional resources that are available regarding crisis response. These include the following:

Federal Emergency Management Agency

www.fema.gov

Red Cross

www.redcross.org

The Office of Homeland Security

www.whitehouse.gov/homeland/

A Guide to Citizen Preparedness

www.fema.gov/areyouready/

Are You Ready: A Guide to Citizen Preparedness brings together facts on disaster survival techniques, disaster-specific information, and how to prepare for and respond to both natural and human disasters.

DisasterHelp

www.disasterhelp.gov

The DisasterHelp website is an initiative of the federal government is aimed at greatly enhancing disaster management on an inter-agency and inter-governmental basis.