



San Bernardino Community College District

Emergency Operations Plan
January 2024

HANDLING INSTRUCTIONS

This document, San Bernardino Community College District (SBCCD) Emergency Operations Plan (EOP), and all associated appendices and planning documents are labeled FOR OFFICIAL USE ONLY and should be safeguarded, handled, transmitted, and stored accordingly.

Portions of this document contain sensitive information regarding the deployment, mobilization, and tactical operations of the SBCCD in response to emergencies. Although the vast majority of this plan is available for public review, certain sensitive portions that include personal privacy information or information with significant implications on the District, County, or State security have been secluded to attachments that are exempt from public disclosure under the provisions of the California Public Records Act §6254.

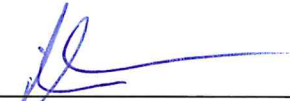
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Emergency Management Coordinator
SBCCD Safety and Risk Management Department
Environment Health and Safety Administrator
EHS@sbccd.edu

PROMULGATION STATEMENT

In keeping with our mission to positively impact the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities, we must provide a safe and secure environment for our students, faculty, and staff to learn, teach, and work. As such, the San Bernardino Community College District developed this Emergency Operations Plan to provide the underlying all-hazards framework for how the District will mitigate, prepare for, respond to, and recover from an emergency incident or disaster. It aligns with the tenets of the National Incident Management System and California Standardized Emergency Management System and established the Incident Command System as the District's emergency response structure.

This plan and its contents apply to all District personnel participating in mitigation, preparedness, response, and recovery efforts. To execute this plan effectively, all emergency response personnel must have knowledge and familiarity with the procedures outlined in this plan. Tasked departments supporting this plan will maintain their procedures and actively participate in the training, exercise, and maintenance needed to support this plan.



Diana Z. Rodriguez
Chancellor

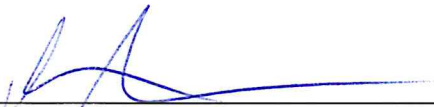
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APPROVAL AND IMPLEMENTATION

This Emergency Operations Plan (EOP) applies to all District personnel participating in mitigation, preparedness, response, and recovery efforts. Furthermore, the EOP may be applied to any District-sponsored events, whether on or off campus and all public or private District-sanctioned activities.


The EOP and its supporting annexes and attachments are hereby approved for the San Bernardino Community College District and are effective immediately upon the signing of all signature authorities noted below.



Diana Z. Rodriguez
Chancellor

1/11/24

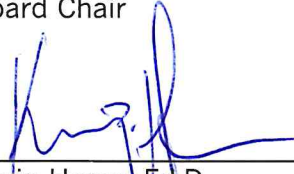
Date



Stephanie Houston, Ed.D.
Board Chair

1/11/24


Date



Kevin Horan, Ed.D.
President, Crafton Hills College

1/11/24

Date



Linda Fontanilla, Ed.D.
Interim President,
San Bernardino Valley College

1/11/24

Date

RECORD OF CHANGES

This Emergency Operations Plan (EOP) is revised based on actual events; post-exercise drills and activities; input from departments; and changes in local, state, or federal guidance. A full explanation of the review process is provided in **Section 8.0. Plan Development and Maintenance.**

Version/ Change #	Date of Change	Plan Section	Summary of Change	Changed By
1.1	01/11/2023	All	Full plan update of content and format	Stevenson, D.

RECORD OF DISTRIBUTION

The SBCCD Human Resources & Safety and Risk Management will distribute this Emergency Operations Plan (EOP) to key stakeholders, as documented below. Stakeholders are responsible for ensuring the distribution and communication of revised content to their personnel.

Date Provided	Department/Agency	Recipient	Manner of Distribution

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1.0. INTRODUCTION

1.1. Plan Organization

The San Bernardino Community College District (SBCCD) Emergency Operations Plan (EOP) identifies the District's emergency planning, organization, and response policies and procedures. It assists the District in being prepared to respond to and recover from any level of emergency it may face.

The full SBCCD EOP consists of four components outlined below. **Figure 1** shows the relationship between the EOP components.

- 1. Basic Plan** – The Basic Plan establishes the overarching SBCCD's emergency management structure. It assigns responsibilities to direct, control, and coordinate response and recovery efforts within the District and in alignment with local, state, and federal agencies. The Basic Plan consists of the following nine sections:

- Section 1 – Introduction
- Section 2 – Concept of Operations
- Section 3 – Organization and Assignment of Responsibilities
- Section 4 – Direction, Control, and Coordination
- Section 5 – Information Collection, Analysis, Dissemination
- Section 6 – Training and Exercises
- Section 7 – Administration, Finance, and Logistics
- Section 8 – Plan Development and Maintenance
- Section 9 – Authorities and References

- 2. Hazard-Specific Annexes** – Hazard-specific annexes focus on specific or unique critical operational actions and describe the policies, processes, roles, responsibilities, and regulatory considerations related to the high-priority hazard/threat.

The SBCCD EOP includes the following hazard-specific annexes:

- Pandemic Flu Emergency Preparedness Plan
- Hazardous Materials Emergency Response Plan

- 3. Functional Annexes** – Functional annexes address critical services necessary to manage, communicate, respond to, and mitigate emergency situations at SBCCD.

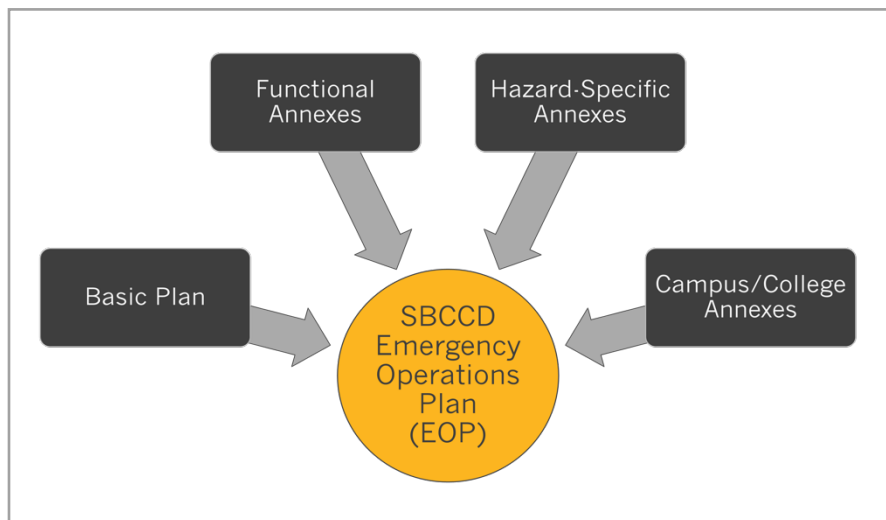
The SBCCD EOP includes the following functional annexes:

- SBCCD Hazard Mitigation Plan (HMP)
- Emergency Operations Center Guide
- Recovery Annex
- Building Emergency Plan (BEP)

4. College Annexes – Each site is responsible for maintaining College-specific emergency management-related standard operating procedures (SOPs) that supplement the SBCCD EOP, including College-specific hazard mitigation plans, response checklists, and guides unique to each College. Within SBCCD, the following campuses will develop and maintain emergency management SOPs:

- Crafton Hills College
- District Support Operations (DSO)
- San Bernardino Valley College
- Economic Development and Corporate Training (EDTC)

Figure 1. SBCCD Emergency Plan Relationships



1.2. Purpose and Scope

The purpose of the SBCCD EOP is to provide a framework for the District's approach to incident and emergency operations. This EOP describes the emergency response organization; provides guidance for information collection, analysis, and dissemination; outlines roles and responsibilities and staffing procedures and policies; defines processes for documentation of the incident and emergency response-related expenditures and resources and procedures for accruing costs.

This plan applies to all elements of the District's emergency management organization during all phases of emergency management incidents and/or events of all sizes, including those that exceed the District's response resources and capabilities. It may result in mutual aid activation, multijurisdictional response, and/or Emergency Operations Center activation.

1.3. Situation Overview

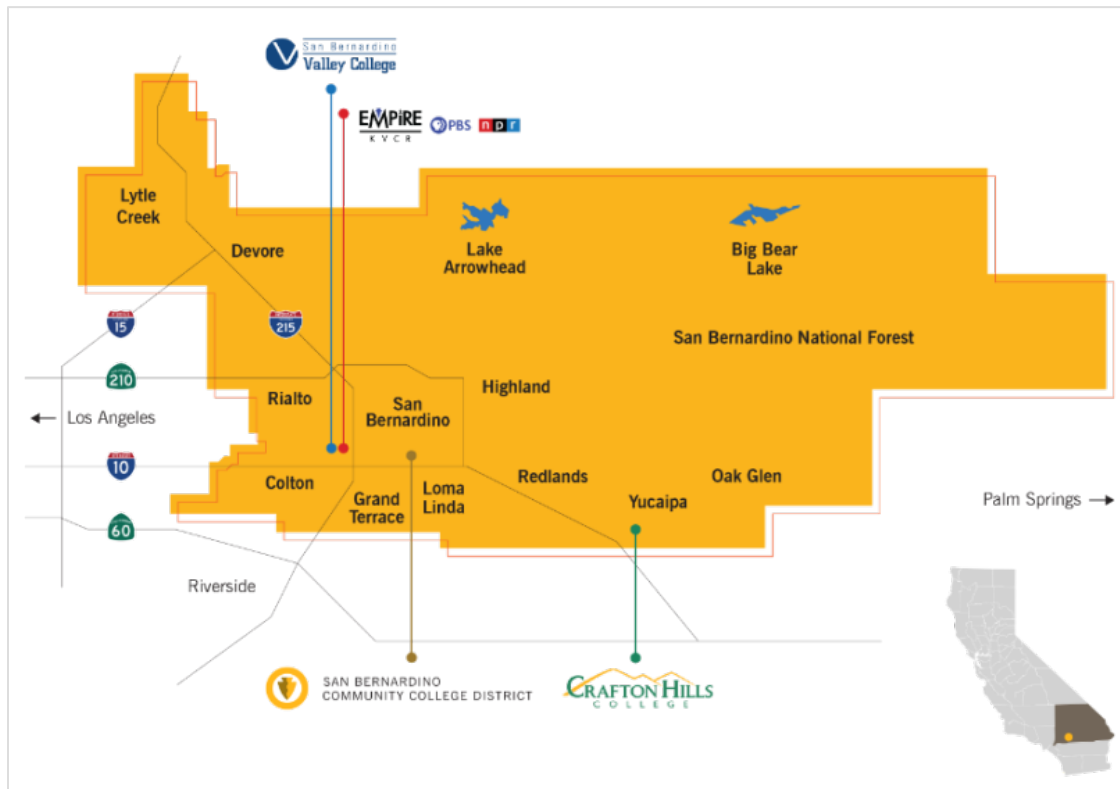
SBCCD serves 20,000 students through Crafton Hills College (CHC) and San Bernardino Valley College (SBVC), providing access to affordable higher education and career training for the residents of Big Bear Lake, Bloomington, Calimesa, Colton, Grand Terrace, Highland, Lake Arrowhead, Loma Linda, Redlands, Rialto, San Bernardino, and Yucaipa.

SBCCD has additional sites, including the District Office (DSO) and Economic Development and Corporate Training (EDTC), and holds the broadcast license for KVCR, the PBS and NPR affiliate station for the Inland Empire on TV Channel 24 and 91.9 FM. **Figure 2** profiles each SBCCD campus, and **Figure 3** shows a map of the District.

Figure 2. SBCCD Colleges and Education Centers



Figure 3. SBCCD Colleges and Education Centers Map



1.4. Hazard Analysis and Risk Assessment Overview

Although the SBCCD faces the risk of experiencing many natural, technological, and human-caused hazards, the San Bernardino County EOP identified and prioritized the hazards based on probability and impact for the county, as shown in **Table 1**. The highest priority hazards (earthquake, wildfire, flood, drought, terrorism, and climate change) were considered in developing this EOP. Hazard analysis and risk assessments supplement the District's comprehensive emergency management program; details can be found in the **SBCCD HMP**.

Table 1. San Bernardino County Hazard Prioritization

		IMPACT		
		HIGH	MEDIUM	LOW
PROBABILITY	HIGH	Wildfire / Flood / Earthquake / Geological Hazards	Drought	
	MEDIUM	Terrorism	Climate Change (Extreme Heat/Cold)	Hail / Infestation
	LOW		Dam Inundation	Tornado / High Winds / Winter Storm / Lightning

Source: San Bernardino County Fire Office of Emergency Services. (2018, January/February). San Bernardino County Emergency Operations Plan. Retrieved from San Bernardino County Fire Protection District: https://www.sbcounty.gov/uploads/SBCFire/documents/OES/2018_EOP_Update.pdf

1.5. Planning Assumptions

The basic planning assumptions for the SBCCD EOP include the following:

- a. The nature and extent of an emergency will govern which resources the SBCCD will mobilize and respond to. However, some emergencies may be so large and complex that they immediately overwhelm SBCCD resources, requiring the District to request mutual aid and outside assistance.
- b. It is possible for a major disaster to occur at any time and any place in or near the District campuses. In some cases, timely dissemination of warnings and increased readiness measures may be possible. However, many disasters can and may occur with little or no warning.
- c. District personnel recognize their responsibilities for the safety and well-being of students, faculty, staff, and visitors and assume their responsibilities in implementing this EOP.
- d. Departments with assigned emergency response roles, as outlined in the EOP **Section 3.2. Departmental Roles and Responsibilities**, will follow their respective internal procedures to execute their responsibilities and train, equip, organize, and exercise their personnel to execute this EOP.
- e. Implementing and understanding these guidelines through training and exercising will reduce or prevent disaster-related losses.
- f. Regardless of the threat or type of emergency, the following results may be encountered:
 - Death, injury, or illness of people and/or animals
 - Interruption or disruption to transportation
 - Interruption or disruption to normal communications
 - Interruption or disruption to utilities and other essential services
 - Congregation of large numbers of people at the scene, central locations, etc.
 - Significant numbers of people being displaced, requiring some or all of the following: evacuation, shelter, feeding, welfare, and other assistance
 - Structural damage to streets, buildings, utilities, and other property
 - Contamination of food, water, personnel, vehicles, property, and other substances
 - Shortages of essential items
 - Periods of civil unrest or disorder, including looting, rioting, mob scenes, violence, etc.

- Initial confusion of the affected population with probable delays in response due to disaster incidents
- Extensive need for public information
- Disruption of business activities

2.0. CONCEPT OF OPERATIONS

Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures. Other emergencies occur with little or no warning, thus requiring immediate activation of the EOP and commitment of resources. In any emergency, the District's top priorities are to:

1. Protect life and property;
2. Protect and secure critical infrastructure and facilities;
3. Protect the environment; and
4. Resume academic instruction and other essential programs.

This EOP is based on the all-hazards approach. The plan is flexible in that part of the plan or the entire plan may be activated based on the specific emergency and decision by District executive management.

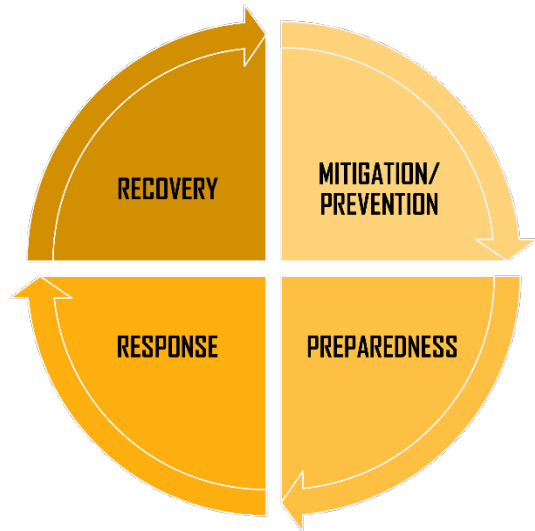
2.1. Phases of Emergency Management

SBCCD acknowledges that most responsibilities and functions performed before, during, and after emergencies are not hazard-specific. The actions of the SBCCD emergency management organization and structure apply to all phases of the emergency management cycle, diagrammed in **Figure 4**, regarding any actual or potential hazard or threat that is imminent, affecting, or has the potential to affect the District's community. The overall approach is designed to promote and apply best practices and national emergency management standards as appropriate.

Aligned with the Federal Emergency Management Agency (FEMA), SBCCD defines the phases of emergency management as the following:

- **Mitigation/Prevention** – The effort to reduce loss of life and property by eliminating threats and lessening the impact of disasters and emergencies, including structural and non-structural measures.
- **Preparedness** – Activities that develop the response capabilities needed should an emergency arise, such as planning and training.
- **Response** – The provision of emergency services during a crisis to help speed recovery and reduce casualties and damage. Response activities include warning, fire response, evacuation, and other similar operations.
- **Recovery** – A process to restore vital services (short-term recovery) and return to the normal pre-disaster state or an improved state (long-term recovery).

Figure 4. Phases of Emergency Management



2.2. Levels of Emergency

SBCCD has identified the following levels of emergencies to assist in planning and determining appropriate response strategies.

Table 2. SBCCD Levels of Emergency

MANAGEMENT WATCH (Precautionary)	SBCCD PD shall be the lead in monitoring developing situations and the primary source of communication with support from Emergency Management. Examples: Severe weather forecasts, wildland fires on property near a campus, warnings of power outages, or large demonstrations held on or near a campus
MINOR	An incident involving a limited area that causes minimal impact or interruption to District or campus operations. A limited number of SBCCD emergency response personnel are needed to control the situation. Examples: Chemical spills or fires within a specific room or localized area
MODERATE	A significant emergency that disrupts an entire floor or building and that may require assistance from external organizations. These events may escalate quickly and have serious consequences for mission-critical functions and/or safety, resulting in the automatic activation of the Emergency Operations Center (EOC). Examples: Building fires or explosions, bioterrorism threat incidents, major chemical spills, extensive power or utility outages, or severe building flooding

MAJOR

A major emergency that involves multiple buildings or that impacts an entire campus and the surrounding community. A timely resolution of disaster conditions requires District or College-wide cooperation, extensive coordination with external jurisdictions, and automatic activation of the EOC.

Examples: Large gas leaks, significant earthquakes, large civil unrest, or major acts of terrorism

2.3. District Emergency Proclamation

The ultimate responsibility for emergency management at the District belongs to the Chancellor. To ensure the orderly continued operations of the District, the Chancellor may delegate functions to other administrators. However, this delegation does not remove the final authority and responsibility from the Chancellor.

In a localized emergency at one of the SBCCD's colleges, the respective College President will be responsible for the College's emergency management. The President may also delegate functions to other administrators.

The Chancellor or their designee has the authority to:

- Proclaim a District Emergency;
- Declare a Closure of District sites or cancelation of classes; and
- Issue an Administrative Leave Order.

A District emergency proclamation gives the District immediate authority to take protective actions and to activate teams and resources to protect the health and safety of students, faculty, staff, and visitors. District emergency may be proclaimed when there is:

- An incident that severely impacts District campuses;
- An incident that has caused multiple fatalities on District property;
- An incident that caused a College President (or their designee) to request a proclamation, and the College has activated its Campus Emergency Coordination Center (CECC);
- An incident that directly impacts two or more campuses; and/or
- A threat is moving toward the District, which may cause major damage and injuries/deaths if immediate actions are not taken (e.g., massive flooding predicted, wildfire approaching, civil unrest, etc.).

2.3.1. Line of Succession

The District has defined the following line of succession for its leadership:

1. Chancellor
2. Executive Vice Chancellor
3. Vice Chancellor of Human Resources and Police Services

SBVC and CHC have defined the following line of succession for its leadership:

1. President
2. Vice President of Administrative Services
3. Vice President of Instruction or Vice President of Student Services

If no College leadership is available to fulfill its line of succession role, the Chancellor will appoint someone to lead until the impacted College can appoint a new leader. The impacted College is responsible for re-establishing the replacement staffing as soon as reasonably possible.

In the event that the District loses its complete line of succession, the Board of Trustees may perform the leadership role until new executive personnel can be established.

2.4. Coordination Structure

SBCCD has adopted and utilizes the National Incident Management System (NIMS), Standardized Emergency Management System (SEMS), and Incident Command System (ICS) for incident management and emergency preparedness, response, and recovery programs and activities.

2.4.1. Standardized Emergency Management System

SEMS is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements.

SEMS incorporates:

1. *Incident Command System (ICS)*: A field-level emergency response system based on management by objectives.
2. *Multi/Inter-Agency Coordination*: Affected agencies working together to coordinate allocations of resources and emergency response activities.
3. *State Mutual Aid Program*: A system for obtaining additional emergency resources from non-affected jurisdictions.
4. *Operational Area Coordination*: County and its sub-divisions coordinate damage information, resource requests, and emergency response.

SEMS is required by the California Emergency Services Act for managing multiagency and multijurisdictional responses to emergencies in California. Additionally, SEMS must be used to be eligible for any response-related costs reimbursement under the State's disaster assistance programs.

2.4.2. National Incident Management System

NIMS is a nationwide systematic approach to incident management and response for all levels of government, nongovernmental organizations, and the private sector. Developed by the United States Department of Homeland Security and released in March 2004, it establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations. NIMS uses common terminology and a standard organizational structure that allows quick mobilization and

deployment of resources that can be adapted to any emergency. It also allows for efficient communication between response agencies.

2.4.3. Incident Command System

When responding to an incident or emergency, SBCCD uses the ICS, a component of SEMS and NIMS. ICS is a standardized approach to the command, control, and coordination of on-scene incident management that provides a common hierarchy within which personnel from multiple organizations can be effective. ICS meets the needs of incidents of any kind or size, uses standardized forms, and avoids duplications of efforts.

2.5. Considerations for Individuals with Disabilities and Others with Access and Functional Needs

Considerations for individuals with disabilities and others with access and functional needs (DAFN) are addressed District-wide in all emergency planning efforts and supporting SOPs and checklists. A disability or other access and functional need will not prevent access to services or facilities provided by SBCCD. As such, SBCCD will execute the following actions:

- Work to accommodate individuals with DAFN in the most integrated setting appropriate to their needs.
- If necessary, make reasonable modifications to policies, practices, and procedures to avoid discrimination during emergency operations.
- Attempt to shelter individuals with DAFN during a care and shelter situation or divert them to shelters with special needs facilities. Eligibility for care and sheltering will not depend on a personal care attendant.
- Provide preparedness instruction to the DAFN District community during preparedness and mitigation activities.

3.0. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

3.1. Disaster Service Workers

Any California city, county, state agency, or public district employee may be called upon as a disaster service worker in an emergency through the State of California Disaster Service Worker (DSW) Program. Any public employees performing duties as a DSW are considered to be acting within the scope of disaster service duties while assisting any unit of the organization or performing any act contributing to the protection of life or property or mitigating the effects of an emergency. The law applies when:

- A local emergency has been proclaimed;
- A state of emergency has been proclaimed; or
- A federal disaster declaration has been made.

At the beginning of employment with SBCCD, each employee is required to sign an oath of allegiance agreeing to serve as a DSW. SBCCD employees may be assigned disaster service activities by their superiors or by law to assist the District in carrying out its responsibilities

during times of disaster. In an emergency, non-essential employees (those that are not required for continuity of operations) may be released from their usual duties so that they can be reassigned to assist any agency or organization carrying out its emergency response duties. Employees acting as DSWs will be assigned duties within their scope of training, skill, and ability.

3.2. Departmental Roles and Responsibilities

Table 3 outlines specific information and direction for departments during an emergency. The responsibilities are listed in no specific order, and some or all responsibilities may be executed at any time to maintain the safety of the District/campus. The table also lists the position(s) the department may be asked to fill in the EOC. Positions may be adapted to suit the needs of each District site. **Appendix E: EOC Toolkit** details each EOC position and contains job action checklists.

Table 3. Department Roles and Responsibilities

Department	Role and Responsibilities
Office of the Chancellor	<ul style="list-style-type: none"> • Provide overall direction for the District during normal and emergency operations. • Authorize the cancellation of classes or campus closure, if necessary. • Issue a District Emergency Proclamation. • Brief the Board of Trustees on the situation status as necessary. <p><i>EOC Role(s): Executive Policy Group</i></p>
Office of the President	<ul style="list-style-type: none"> • Provide overall direction for the campus during normal and emergency operations. • Authorize the cancellation of classes or campus closure, if necessary. • Issue a Campus Emergency Proclamation. • Brief the Chancellor on the situation status as necessary. <p><i>EOC Role(s): Executive Policy Group</i></p>
Business Services / Administrative Services	<ul style="list-style-type: none"> • Support the acquisition of resources. • Oversee the procurement and allocation of supplies and materials. • In collaboration with Fiscal Services, designate budget accounts to aid departments in cost tracking. • When requested, provide personnel to serve in the EOC. <p><i>EOC Role(s): Contracts & Procurement Unit Leader</i></p>
Fiscal Services	<ul style="list-style-type: none"> • Provide financial support, response, and recovery for the emergency/disaster. • Ensure the accounts payable and revenue collection processes continue. • Assist in the tracking and distribution of donations. • In collaboration with Fiscal Services, designate budget accounts to aid departments in cost tracking. • When requested, provide personnel to serve in the EOC. <p><i>EOC Role(s): Accounts Payable Unit Leader</i></p>

Department	Role and Responsibilities
Human Resources & Safety and Risk Management	<p><u>Human Resources</u></p> <ul style="list-style-type: none"> • Assist with acquiring and reallocating staffing, whether paid or volunteer. • Maintain all personnel and volunteer rosters, pay records, etc. • Coordinate specialized assistance and resources for students with disabilities and access and functional needs. • Process and track workers' compensation claims. • Serve as subject matter expert for supporting students with disabilities and access and functional needs. • When requested, provide personnel to serve in the EOC. <p><i>EOC Role(s): Personnel Unit Leader, Compensation & Claims Unit Leader</i></p>
	<p><u>Payroll</u></p> <ul style="list-style-type: none"> • Process and track timesheets, reimbursements and payroll related to emergency response and recovery. • Ensure the District payroll process continues. <p><i>EOC Role(s): Payroll Unit Leader</i></p>
	<p><u>Safety and Risk Management</u> Emergency Management Coordinator</p> <ul style="list-style-type: none"> • Activate the EOC if needed. • Monitor the status of the current emergency event and provide regular updates to the Executive Policy Group. • Support the Incident Commander with emergency response by assisting with resource requests and/or coordinating with the appropriate response partners. • Liaison with the government emergency management agencies, National Weather Service, and other external agencies, as necessary. <p><i>EOC Role(s): EOC Manager</i></p>
	<p><u>Environmental Health & Safety</u></p> <ul style="list-style-type: none"> • Identify hazardous situations associated with the incident per existing procedures, processes, and tools. • Identify corrective actions and ensure implementation. • Coordinate safety briefings and debriefings, as necessary. • Ensure that all buildings used in support of the EOC are in safe operating condition. • Monitor the safety of incident personnel and advise the Incident Commander on issues regarding incident safety. • Serve as District subject matter expert for incidents involving hazardous materials (HazMat). • When requested, provide personnel to serve in the EOC. <p><i>EOC Role(s): HazMat Unit Leader, Safety Officer</i></p>

Department	Role and Responsibilities
SBCCD Police Department	<ul style="list-style-type: none"> • Notify District administrators and response partners of major emergencies as necessary. • Serve as the initial Incident Commander (IC) during most emergency incidents and take immediate and appropriate action to protect life and property and safeguard records as necessary. • Monitor District emergency warning and evacuation systems. • Distribute the initial messages through the SBCCD emergency notification system (ENS) in the event of a major campus emergency. • Conduct evacuation procedures in cooperation and coordination with Building Captains. • Obtain assistance from city, county, and federal agencies for radiological monitoring and first aid as required. • Provide traffic control, access control, perimeter and internal security patrols, and fire prevention services as needed. • Request activation of the EOC, if necessary. • Request the assistance of outside response agencies, if necessary. • When requested, provide personnel to serve in the EOC. <p><i>EOC Role(s): Security & Public Safety Unit Leader</i></p>
Marketing & Communications	<ul style="list-style-type: none"> • Prepare statements for release to news media and respond to media inquiries. • Provide updates to the District community during an emergency through available channels. • When requested, provide personnel to serve in the EOC. • When deemed necessary or requested, provide personnel to serve in the joint information center (JIC). • Monitor social media and other sources for rumor control. • Compile media related to the emergency, including photographs, recordings, web links, etc., and submit to the Planning Section. <p><i>EOC Role(s): Public Information Officer</i></p>
Technology & Educational Support Services (TESS)	<ul style="list-style-type: none"> • Provide and maintain technology services supporting campus critical infrastructure, including those required for emergency communications. • Facilitate technology services required for remote access to District resources as necessary for faculty, staff and students. • Ensure the security and safety of institutional data. • Handle cybersecurity incident identification and response for the District, including liaison with external cybersecurity authorities regarding potential threats. • When requested, provide personnel to serve in the EOC. <p><i>EOC Role(s): IT Infrastructure/Support Unit Leader</i></p>
Facilities Planning & Construction	<ul style="list-style-type: none"> • Provide for the maintenance and operation of District property, buildings, structures, and equipment. • Restore and maintain utility services to the District. • Provide architectural and engineering services, damage surveys, emergency repair and construction advice, and/or demolition directions as necessary to minimize the adverse results of a disaster. • When requested, provide personnel to serve in the EOC. <p><i>EOC Role(s): Maintenance & Operations Group</i></p>

Department	Role and Responsibilities
Campus Maintenance & Operations (M&O)	<ul style="list-style-type: none"> • Survey the campus and report any damages to facilities, critical infrastructure, or equipment. • Provide for the maintenance and operation of District property, buildings, structures, and equipment. • Restore and maintain utility services. • When requested, provide personnel to serve in the EOC. <p><i>EOC Role(s): Maintenance & Operations Group</i></p>
Office of the Vice President of Instruction	<ul style="list-style-type: none"> • Provide recommendations regarding canceling classes to the Chancellor or College President(s) during an emergency. • Provide guidance to faculty regarding class cancellation procedures due to an emergency. • Coordinate classroom and research accommodations, including any necessary class relocations. • When requested, provide personnel to serve in the EOC. <p><i>EOC Role(s): Academic Continuity Group</i></p>
Student Services	<ul style="list-style-type: none"> • Identify and prioritize which services will be needed and determine if they are functional. • Ensure that available mental health resources are identified and mobilized as required. • Identify and coordinate programs and activities for the District or campus community during incident response and recovery. Programs may include social activities, mass, and vigils. <p><i>EOC Role(s): Student Services & Support Group</i></p>

4.0. DIRECTION, CONTROL, AND COORDINATION

4.1. On-Scene and Campus Response

4.1.1. SBCCD Safety Partners

Building Captains

Building Captains are specific staff members who serve as the lead for all emergency program activities within their buildings. All key District and campus buildings will have one primary building Captain and at least one alternate. Building Captain responsibilities include:

- Coordinate and manage their building's emergency preparedness activities;
- Participate in emergency preparedness training;
- Initiate roll call of building occupants in the Emergency Assembly Area (EAA) during emergency evacuations;
- Provide information to the IC or EOC in an emergency;
- Assisting in emergency preparedness exercises;

- Assisting in providing emergency preparedness information to faculty and staff within their building; and
- Communicating damage and victim information to the building Captain in an emergency.

4.1.2. Emergency Consultation Group

When reasonable, an emergency consultation group will initiate emergency procedures and/or issue an ENS message. While efforts are made to confer with the consultation group, the Chief of Police, the impacted College President, or their designees have the authority to initiate emergency procedures and/or issue an ENS message without consultation when necessary to ensure the safety of the campus community. The emergency consultation group consists of some or all of the following:

- Chief of Police (or designee);
- Chancellor (or designee);
- The impacted College President (or designee);
- The impacted campus PIO;
- District PIO;
- District Emergency Management Coordinator; and
- Their stakeholders when needed.

4.1.3. Incident Command Post

An Incident Command Post (ICP) will be activated to direct and control emergency response operations in the field. There is no fixed location. The ICP will be near or at the scene, away from known risks or hazards, and clearly identified to all responding personnel. The ICP activities will be coordinated or directed by the SBCCD Chief of Police, or designee, serving as the IC or in unified command (UC) with partner response agencies. The ICP, through the IC/UC, will establish and maintain communications with the District EOC using standard protocols and procedures until the incident is stabilized and resolved and resources are demobilized. Multiple incidents on the same campus or multiple campuses will require multiple ICPs.

4.2. Campus Coordination

4.2.1. Coordination with the District

In general, the following applies to coordination between the District and the colleges:

- a. The implementation of the College emergency management plans and programs is the responsibility of the respective Vice President of Administrative Services, with support from the District's Human Resources & Safety and Risk Management Department.
- b. Each College's administration may issue population protective actions, alter personnel schedules to support an emergency response and identify trained personnel essential for critical campus operations.

- c. Along with SBCCD Police, each College site has access to the ENS and the authority to issue emergency messages.
- d. Each College may opt to activate its CECC to coordinate and support emergency response operations.

4.2.2. Campus Emergency Coordination Center

The function of the CECC is to coordinate support for incident management or event monitoring at the College level. A CECC may be activated at any time at the discretion of the College with or without an established ICP or EOC.

The role and staffing of each CECC are set at the College level in their respective emergency management SOPs and may include the following:

- Make recommendations to the College President regarding campus closure and/or cancellation of classes.
- Provide guidance and/or advisement to the College President to assist in the decision-making process regarding the safety of the College.
- Monitor large special events on campus and serve as prepositioning in the event emergency operations are needed.
- Allocate College resources for incident deployment, including Building Captains.
- Coordinate with the ICP and EOC, when activated, by gathering and providing situation updates for their College, accounting for personnel, and other needed support.
- Coordinate the planning of business recovery and resumption activities.

4.3. District-wide Coordination

4.3.1. Executive Management Policy Group

The Executive Management Policy Group (EMPG) comprises the Chancellor, Vice Chancellors, College Presidents, and Legal Counsel and provides direction and strategy for emergency operations. The EMPG serves as a strategic planning committee that focuses on policy issues separate and distinct from direct operational response to an emergency.

The EMPG provides guidance and support to the EOC, including setting priorities and direction for District response and recovery activities. The EOC Manager will recommend to the Policy Group the need to establish goals and objectives to operate the campus for the recovery period. Examples include monetary spending allotments, when to reopen campus for classes, and how to proceed with rebuilding.

4.3.2. Emergency Operations Center

Upon activation, the District EOC becomes the centralized location for emergency management coordination and decision-making during a major incident. The EOC provides support for various critical tasks related to communications, coordination, resource management/support, strategic-level public information, and executive leadership.

Within the EOC, District departments jointly supports the ICP and CECC through the following activities:

- Collecting, analyzing, and sharing information;
- Supporting resource needs and requests, including allocation and tracking;
- Coordinating plans and determining current and future needs; and
- Providing coordination and policy direction.

The EOC does not direct or manage any tactical plans or operations. Tactical decisions are made by the incident commander and the command staff at the incident scene from the ICP. The EOC is activated when an incident exceeds or has the potential to exceed the coordination of resources and information management of the ICP and/or CECC. Further details on the EOC are provided in **Section 4.4. Emergency Operations Center.**

4.4. Emergency Operations Center

4.4.1. EOC Location

The District does not operate a 24-hour dedicated EOC. Instead, the District has designated a stand-up multi-use EOC facility available for District use in any emergency. If the primary EOC location is unavailable, the alternate EOC location will be used.

Primary EOC

KVCR
701 S. Mt. Vernon Avenue
San Bernardino, CA 92410

Alternate EOC

SBCCD Board Room
550 Hospitality Lane
San Bernardino, California 92408

PDC/EDCT Building
114 South Del Rosa Drive
San Bernardino, California 92408

4.4.2. EOC Activation

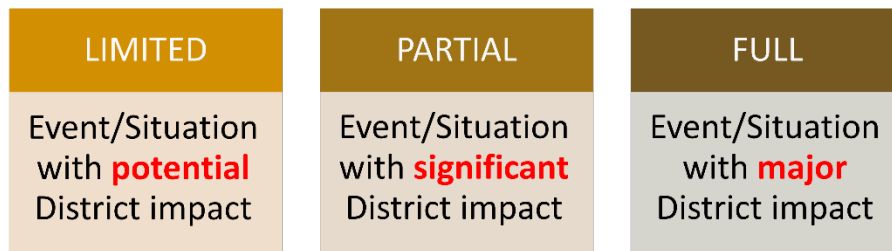
EOC activation should be considered whenever one or more of the following apply to an incident:

- The needs of the incident exceed the ability of the on-scene ICP.
- There is a possibility the incident will escalate and/or involve external agencies/organizations in the response.

- There is a possibility that the District's resources may be overtaxed and/or exhausted, requiring the activation of mutual aid.
- The anticipated duration of the incident is greater than 8 hours.
- The number of involved agencies, departments, and/or organizations may require a centralized coordination location.
- Protective and/or response measures being implemented are of significant magnitude.

The SBCCD EOC may be activated partially or fully, depending on the need. The EOC Manager determines the EOC activation level (**Figure 5**) in consultation with the IC. Further guidance on EOC activation is provided in **Appendix E. EOC Toolkit**.

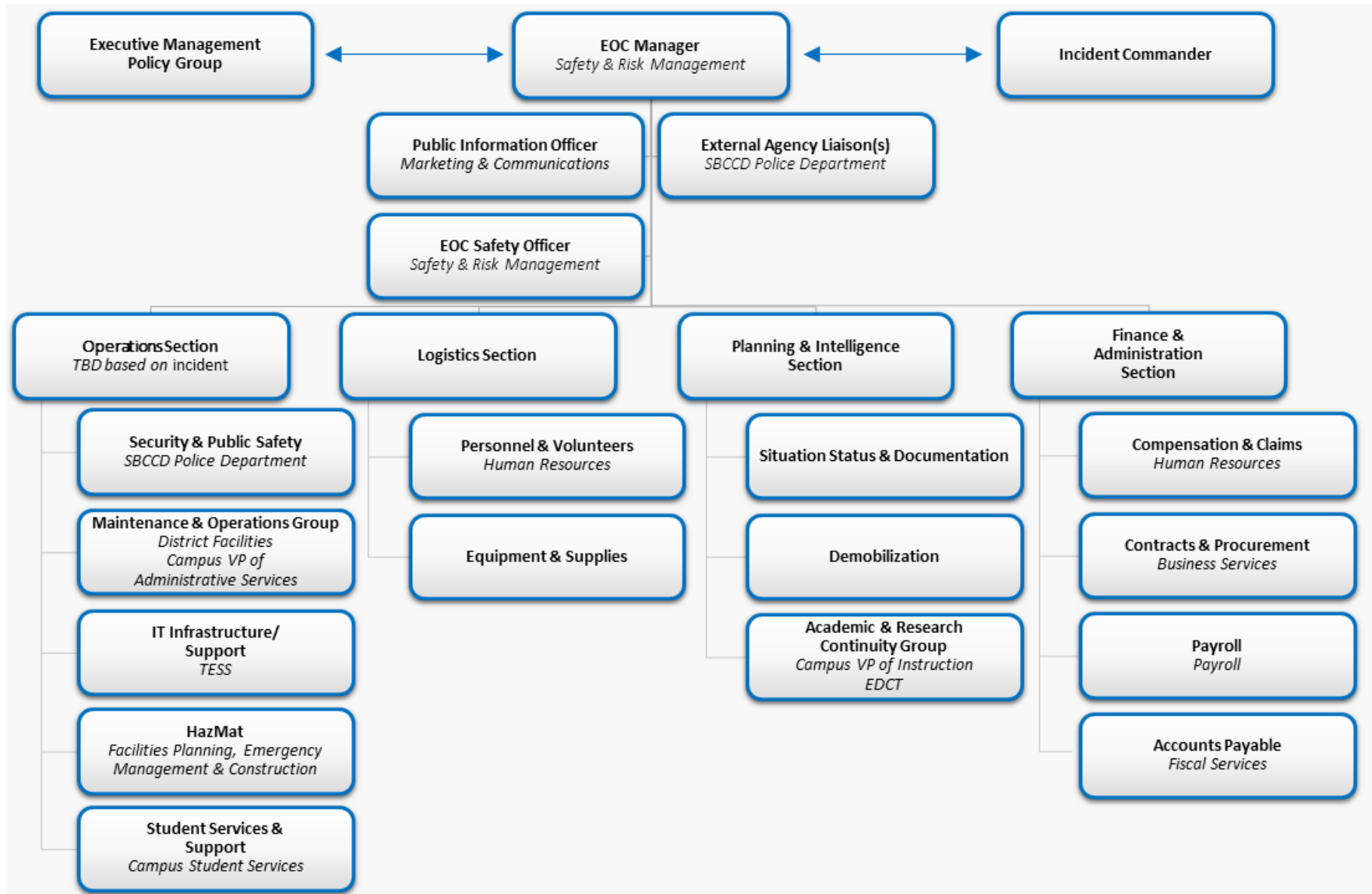
Figure 5. EOC Activation Levels



4.4.3. EOC Organization & Staffing

Once the EOC has been activated, the EOC Manager will determine the staffing level needed in the EOC based on the activation level and response needs. The EOC organization chart (**Figure 6**) represents the structure used at the District level for coordinating district-wide emergencies. It utilizes NIMS and SEMS principles and is scalable and flexible to address incident complexity and severity. A similar structure may be implemented at a campus to coordinate emergency response at the college level. Personnel will be assigned roles within the EOC organizational structure and provided with the appropriate checklists for the position. EOC Position Checklists are provided in **Appendix E. EOC Toolkit**.

Figure 6. SBCCD EOC Organization Chart



4.4.4. Considerations for a Hybrid or Virtual EOC

If the SBCCD EOC is activated, department personnel may be requested to respond virtually or in person at the EOC. An entirely virtual or a hybrid EOC format may be used to:

- Expand the EOC when physical space is limited;
- Create a safer operating environment (e.g., for social distancing or impeded physical access);
- Include additional stakeholders from the District community who may not be able to be physically present; or
- Support coordination during incidents where conditions do not require in-person coordination to perform EOC functions.

The following should be considered when determining whether to activate a hybrid or virtual EOC¹:

Information Technology and Telecommunications

- District policies around access and the use of specific enterprise systems, virtual private networks (VPN), or proprietary systems remotely.
- The provision of necessary equipment and supplies (such as docking stations, multiple monitor setups and other peripherals) or financial stipends to limit the burden of the virtualization shift on staff members.
- The availability of fixed and/or cellular broadband internet access and bandwidth at personnel operating locations and assessing the need for connectivity redundancy (e.g., mobile hotspots, broadband USB drives, etc.).
- The ability of EOC technology systems to store data locally with the ability to sync when connectivity is restored.

Security

- Virtual personnel may be responsible for securing sensitive paperwork at home, multi-factor authentication on devices, and identifying secure spaces to conduct meetings when privileged or sensitive information is discussed.

Operations

- Establish activation, operation, and deactivation criteria, processes, and procedures with all virtual EOC personnel.
- Create an effective user interface and user experience.
- Incorporate lessons learned in ongoing, comprehensive virtual EOC planning and coordination.
- Provide individual/breakout teams and channels.

¹ List adapted from Federal Emergency Management Agency. (2022, October). *Emergency Operations Center How-to Quick Reference Guide*. Retrieved from https://www.fema.gov/sites/default/files/documents/fema_eoc-quick-reference-guide.pdf

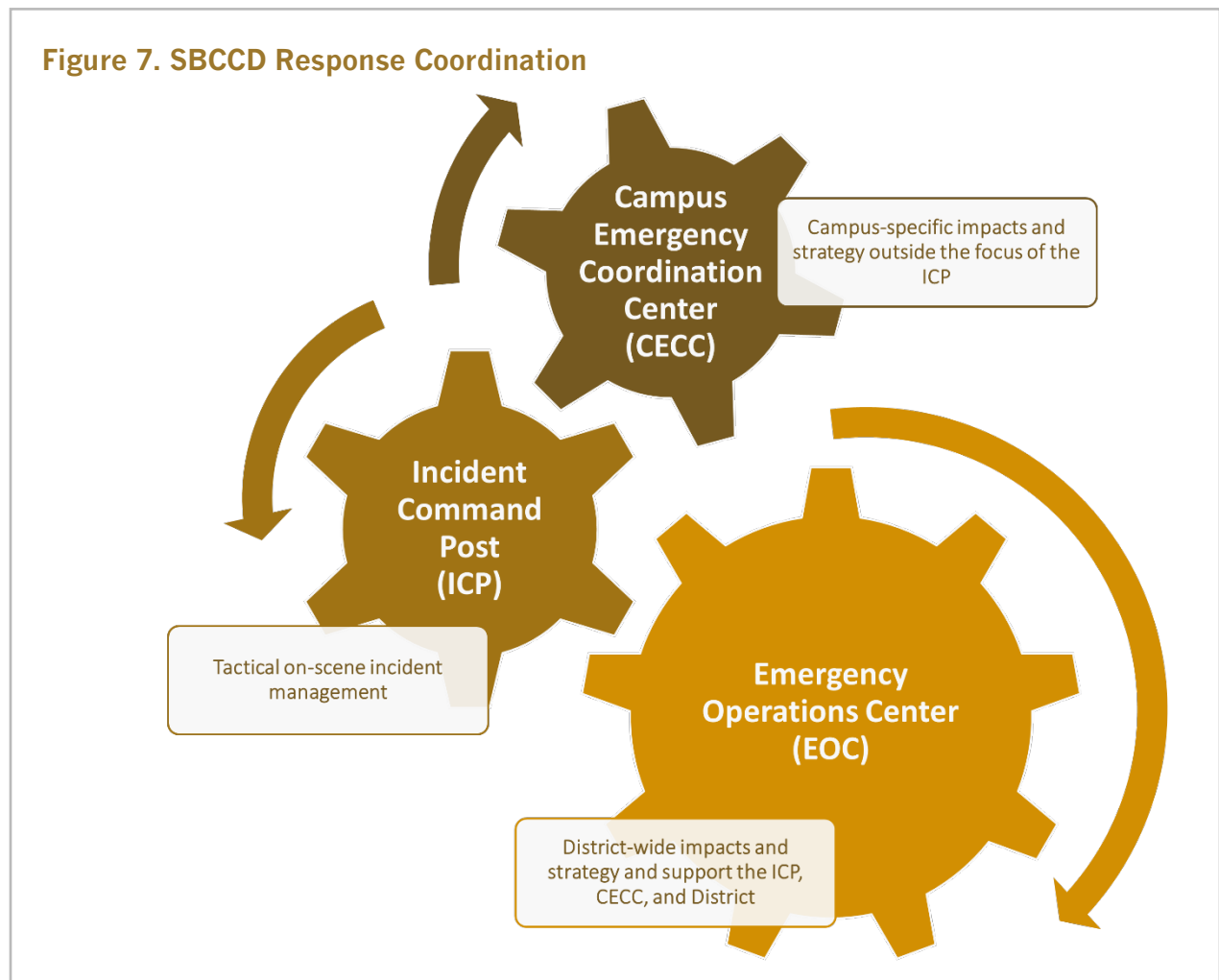
4.4.5. EOC Technology

Rave Collaborate is the designated technology tool for information management within the EOC. The tool enables the activation and notification of EOC personnel, assigns and tracks tasks, allows quick access to emergency management plans and resources, and launches critical communications. It generates detailed and time-stamped reports, including notes and personnel, for recordkeeping and after-action analysis.

4.5. ICP, CECC, and EOC Interface

Once an ICP(s), EOC, and CECC(s) are established, each entity will establish and maintain communications with the other two entities. The three will engage in ongoing information-sharing, providing status updates, and coordinating support for incident management. **Figure 7** illustrates the coordination of the ICP, CECC, and EOC.

In the case that the ICP and at least one other entity are activated, field units (e.g., building Captains, etc.) must report to the ICP for direction and control (until instructed otherwise by the ICP); however, policy and decision-making and information collection and dissemination occur in the EOC.



The ICP may have several critical needs (listed below) with which the CECC and EOC can assist. The EOC may assume full responsibility for certain roles to assist the ICP if there is a shortage of responding personnel at the site level (roles such as Liaison Officer or Public Information Officer can often be managed off-site).

- Situational awareness
- Policy direction
- Emergency notification and internal communication support
- Public information and media coordination
- Providing and prioritizing resources
- Strategic planning
- Legal and financial support

4.5.1. Incident Commander/Unified Command and EOC Manager

Incident Commander/Unified Command

The IC/UC is responsible for the overall on-scene management of the incident and determines which ICP positions to staff in order to maintain a manageable span of control and ensure appropriate attention to the necessary incident management functions. The IC also establishes the incident objectives and action planning and operations to accomplish the objectives.

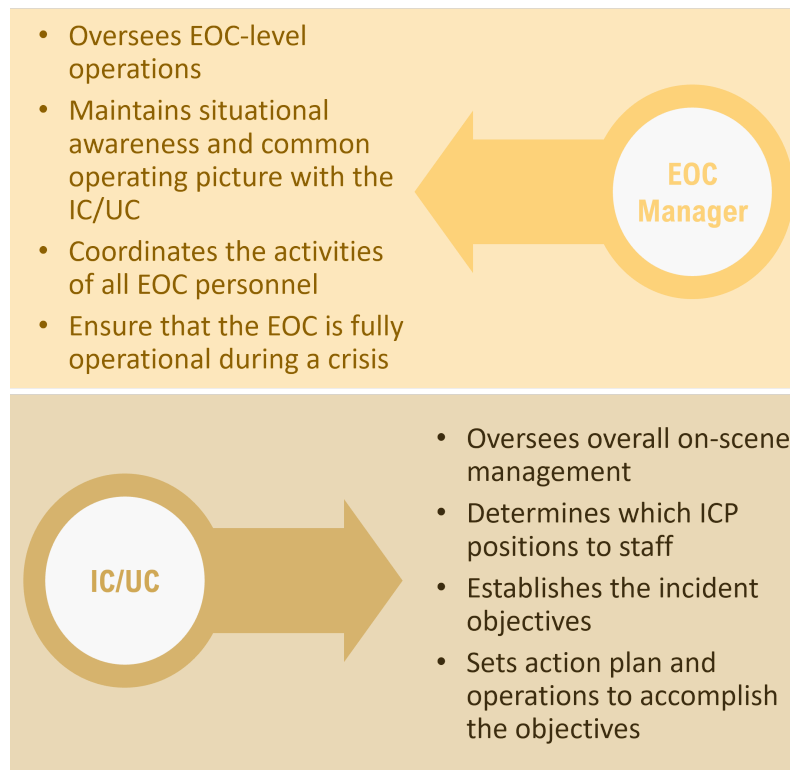
At SBCCD, the first SBCCD PD responding units to the incident will take the initial steps to establish command. The initial IC will remain in charge until transfer of command is accomplished. Command may be transferred when a more qualified person is available to assume command, most often the Chief of Police.

EOC Manager

The EOC Manager oversees the operations at the EOC level and communicates directly with the IC/UC to maintain situational awareness and common operating picture. The EOC Manager is responsible for coordinating the activities of all EOC personnel and ensuring that the EOC is fully operational during a crisis.

Figure 8 references key responsibilities of the IC and EOC Manager.

Figure 8. The IC and EOC Manager Responsibilities



4.6. Demobilization

The response units will demobilize as an incident stabilizes and transitions to recovery.

- ICP units require IC/UC approval to demobilize.
- CECC must notify the ICP and EOC of its intent to demobilize and then proceed with demobilization according to the respective emergency management SOPs.
- The EOC Manager may demobilize EOC units and sections, while some units and sections may remain active in some capacity during the recovery phase.
- The EMPG may organize and break during the response phase, depending on the needs of the incident response. Until completely demobilized, EMPG members will remain accessible even when not physically convened. The Chancellor or designee may authorize partial or complete demobilization of the EMPG upon recommendation from the EOC.

5.0. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

5.1. Information Collection and Sharing

Information is gathered from IC/UC, the CECCs, and other sources, then analyzed and compiled by the EOC Planning & Intelligence Section. Types of information-sharing reports are described in **Table 4**.

Table 4. Information-Sharing Reports

Planning Product	Description/Contents	Dissemination
EOC Action Plan (EAP)	The EOC may develop this operational document that addresses response goals, objectives, assigned resources, situation and security assessments, and safety information. EAPs may be developed for pre-planned events or incidents that are anticipated to extend beyond one operational period.	EOC Planning & Intelligence Section will provide the EAP to ICP, CECC, and partner agencies.
Incident Action Plan (IAP)	ICP and CECC may develop IAPs that describe incident objectives, tactics, organizational assignments, and communications.	IC/UC and CECCs will provide the IAP to the EOC when developed.
Situation Reports (SitReps)	A SitRep is an informational document that provides updates on an as-needed basis and at the end of each operating period to share situation updates. The ICP, CECC, or EOC may develop SitReps.	IC/UC and CECCs will provide SitReps to EOC. EOC Planning & Intelligence Section will compile and disseminate SitReps to ICP, CECCs, and partner agencies.

5.2. Public Warning and Emergency Information

The SBCCD ENS is used to provide prompt notification to students, faculty, and staff in the event of a condition that may threaten the health or safety of those on campus. The SBCCD ENS can rapidly communicate information to the entire District, a particular campus, or segments of the campus community. The SBCCD will use some or all the ENS delivery methods listed below:

- Network e-mail
- SMS text messages
- Live voice broadcasts through on-campus speakerphones
- Public address systems
- Posted information on District and/or College websites
- Social media sites and applications
- Scrolling emergency messages on District connected computers
- Recorded voice messages: (909) 382-4002
- Phone calling trees

The SBCCD PD, with input from the SBCCD consultation group as outlined in SBCCD Administrative Policy (AP) 3505, will generally send the message; however, additional SBCCD management personnel have been trained to send notifications. During a critical incident, the SBCCD PD will provide updated information at regular intervals using some or all the ENS components.

The involved campus and/or District Public Information Officer will be responsible for disseminating emergency information to the larger community (including external community members and stakeholders) through press conferences, news releases, social media outlets, text messages, website announcements, radio, and television.

6.0. TRAINING AND EXERCISES

Training and exercises are essential in preparing emergency operations personnel to respond effectively and maintain readiness. Regular exercises are required by both SEMS and NIMS. These exercises may consist of tabletop exercises, drills, functional exercises, and/or full-scale exercises.

The Emergency Management Coordinator (EMC), appointed by the Human Resources Department & Safety and Risk Management, is responsible for the following training and exercise activities:

- Coordinate minimum training requirements for EOC personnel and other District staff with roles and responsibilities during an emergency or disaster (e.g., building Captains, etc.).
- Acquire technical guidance on the latest techniques from county, state, and federal sources as appropriate and update training content and materials as needed.
- Whenever feasible, coordinate with neighboring municipalities, the county, and state and federal governments to participate in joint exercises.
- Maintain training and exercise records, including course content, assessments/exams, rosters, etc.
- Conduct periodic EOC tabletop or functional exercises, simulating an actual incident or disaster, as required by SEMS.
- Conduct or participate in debriefings and develop after-action reports (AARs) and improvement plans after an exercise or actual event, in compliance with NIMS and formatted following the Department of Homeland Security Exercise Evaluation Program (HSEEP) guidelines.

Several District and College departments offer safety and security training to the District community, including SBCCD PD, TESS, Human Resources, Office of the VP of Administrative Services and Human Resources Department – Environmental Health & Safety. Departments tasked in this EOP must ensure personnel are trained on their department role and related SOPs.

7.0. ADMINISTRATION, FINANCE, AND LOGISTICS

7.1. Incident Documentation

The ICP, CECC, and EOC will maintain accurate activity logs of key response activities, including but not limited to:

- Activation and demobilization;
- ENS messages sent to students, faculty, and staff;

- Emergency notifications to other local governments and to state and federal agencies;
- Significant changes and actions taken during the emergency;
- District resource allocation and major commitments of resources or requests for additional resources from external sources;
- Mass evacuation resource cost;
- Campus casualties; and
- Containment or termination of the incident.

ICS forms, EAPs, SitReps, and IAPs will be used for operational continuity, tracking, and accountability of resources across multiple operational periods. All incident documentation should be filed for auditing and reference after recovery is complete according to applicable District policy.

7.1.1. Vital Records

A major disaster could damage administrative offices and destroy records fundamental to District-wide operations. Proactive measures must be taken to protect essential records and assist in the recovery and reconstruction period following a disaster. Each department is responsible for addressing the protection of vital records (hard copies and electronic) in its SOPs.

Vital Records are defined as those records that are essential to:

- *Protect the rights and interests of individuals.* Examples include student transcripts, business records, personnel records, student patient records, and criminal record information.
- *Conduct emergency response and recovery operations.* Records of this type include personnel rosters, Emergency Operating Procedures, utility system maps, and emergency supplies and equipment locations.
- *Re-establish normal administrative functions.* These functions include financial records, payroll records, and purchase orders.
- *Educational records.* Faculty and staff material, grant material, exams, and grades. Each key department is responsible for designating a custodian of vital records and ensuring that vital record storage and preservation is accomplished.

Vital record storage methods that might be used include, but are not necessarily limited to:

- Duplication (either hard copy or removable computer disk)
- Dispersal
- Fireproof containers
- Vault storage (both on and off campuses)

7.2. Financial Tracking & Procurement

7.2.1. Minor Incident Costs

Departments may maintain accurate records summarizing the use of personnel, equipment, and supplies during the emergency response minor incident(s) to obtain an estimate of annual emergency response costs that can be used in preparing future department budgets.

7.2.2. Major Emergency Costs

For major emergencies, all departments participating in the emergency response will maintain detailed records of costs for emergency operations, including:

- Personnel (hours worked and incident assignments)
- Equipment operation (hours used, incident assignments, and operator name)
- Leased, rented, or purchased equipment and supplies (the purpose of the equipment/supply purchase, i.e., a corresponding resource request form)
- Contract services (hours used, incident assignment or purpose of the contract service, i.e., a corresponding resource request form)

Fiscal Services and Business Services may assign budget accounts to aid departments in cost tracking. The EOC will notify departments when the designated emergency budget accounts have been activated for use and provide guidance on resource typing. Department records should be submitted to the Finance & Administration (F&A) Section of the EOC. The records will be compiled by the F&A Section and may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for allowable response and recovery costs from the state and/or federal government.

7.2.3. Procurement

Business Services oversees procurement for the District. Generally, purchases are made by utilizing purchase order(s) or established through a contract where an invoice is submitted and charged against the contract amount. Business Services will maintain a procurement plan, including a list of all vendors and emergency operations procedures for specific purchases. When possible and practical, these existing contracts should be used to obtain services and supplies needed during emergency preparedness, response, and recovery operations.

7.3. Agreements and Contracts

In the event the response needs exceed available District resources, requests will be made for assistance from local jurisdictions and other agencies in accordance with existing mutual aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel and should follow these guidelines:

- All agreements will be entered into by authorized officials and should be in writing whenever possible.
- Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents.

8.0. PLAN DEVELOPMENT AND MAINTENANCE

SBCCD Human Resources Department & Safety and Risk Management Department, primarily responsible for coordinating the EOP development and maintenance process rests with the EMC. The EMC is responsible for performing periodic reviews of the EOP and annexes with the appropriate departments and partner agencies at least every two years. The periodic review of the Plan with no or minor changes requires only the signature of the EMC. Significant changes or revisions to the EOP require the approval and signature of the Chancellor, BOT Chair, and College Presidents.

The revision process will include incorporation of necessary changes based on, but not limited to, the following:

- Actual events;
- Post-exercise drills and activities;
- Reorganization of supporting departments, agencies, and other stakeholders;
- Input from departments; and
- Changes in local, state, or federal guidance.

Specific responsibilities to maintain the plan include:

- Review of the plan with approval of necessary changes;
- Distribution and record of the plan;
- Assignment of personnel to fulfill roles and responsibilities of the plan;
- Exercising the plan; and
- Identifying and maintaining methods of how the District community and the public can be informed of public parts of the plan.

Each College and department will maintain SOPs and response plans that may be reviewed by the EMC.

9.0. AUTHORITIES AND REFERENCES

9.1. Local

- SBCCD Board Policy 3505 Emergency Response Procedures
- SBCCD Administrative Policy 3505 Emergency Response Procedures

9.2. State

- California Emergency Services Act (Government Code Section 8550, et seq.)
- California Code of Regulations (CCR), Title 19, Section 2, Subchapter 3, §2620 et seq.
- Standardized Emergency Management System (SEMS) Regulations, California Code of Regulations (CCR), Title 21, Division 2, Section 1

- California Natural Disaster Assistance Act, California Government Code, Title 2, Division 1, Section 7.5
- California Government Code (Section 8607), Disaster Preparedness
- California Senate Bill 166 for Community Colleges 2009

9.3. Federal

- Disaster Mitigation Act of 2000 (DMA 2000, Public Law 106-390)
- Federal Disaster Relief Act of 1974
- Higher Education Opportunity Act 2008 (Public Law 110-315) (HEOA)
- Homeland Security Act of 2002
- Homeland Security Presidential Directive (HSPD) – 5, Management of Domestic Incidents
- Homeland Security Presidential Directive/HSPD 8, National Preparedness
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)
- United States Department of Education, Office of Elementary and Secondary Education, Office of Safe and Healthy Students, Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education (2013)
- United States Department of Homeland Security, National Incident Management System (NIMS), Third Edition, October 2017
- United States Department of Homeland Security, National Response Framework

Appendix A. ACRONYMS AND ABBREVIATIONS

Acronym	Meaning
AAR	After Action Report
AP	Administrative Policy
ATTC	Applied Technology Training Center
BEP	Building Emergency Plan
CCR	California Code of Regulations
CECC	Campus Emergency Coordination Center
CHC	Crafton Hills College
DAFN	Disabilities, Access, and Functional Needs
DSO	District Services Office
DSW	Disaster Service Worker
EAA	Emergency Assembly Area
EAP	EOC Action Plan
EMC	Emergency Management Coordinator
EMPG	Executive Management Policy Group
ENS	Emergency Notification System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
F&A	Finance & Administration
FEMA	Federal Emergency Management Agency
HazMat	Hazardous Materials
HMP	Hazard Mitigation Plan
HSEEP	Department of Homeland Security Exercise Evaluation Program
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IT	Information Technology
JIC	Joint Information Center
M&O	Maintenance & Operations
NIMS	National Incident Management System
SBCCD	San Bernardino Community College District
SBCCD PD	San Bernardino Community College District Police Department
SBVC	San Bernardino Valley College
SEMS	Standardized Emergency Management System
SOP	Standard Operating Procedure
TESS	Technology & Educational Support Services
TV	Television
UC	Unified Command
UCP	Unified Command Post
US	United States
USDHS	United States Department of Homeland Security
VP	Vice President
VPN	Virtual Private Network

Appendix B. KEY TERMS

Agency. An agency is a division of government with a specific function or a nongovernmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation) or assisting and/or cooperating (providing resources and/or assistance).

Declaration. The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Relief and Emergency Assistance Act, Public Law 93-288, as amended.

Demobilization. The orderly, safe, and efficient return of an incident resource to its original location and status.

Disabilities, Access, and Functional Needs (DAFN). People with disabilities or access and functional needs include individuals who need specific tools or assistance due to any temporary or permanent condition. It does not require the individual to have any kind of diagnosis or specific evaluation. Persons who may have additional needs before, during, and after an incident in functional areas include but are not limited to maintaining health, independence, communication, transportation, support, services, self-determination, and medical care. Individuals in need of additional response assistance may include those who have disabilities, live in institutionalized settings, are older adults, are children, are from diverse cultures, use English as an additional language or have limited English proficiency, or are transportation disadvantaged. Individuals with DAFN are protected by civil rights laws, policies, and statutes that require non-discrimination.

Emergency Management. The process through which America prepares for emergencies and disasters, responds to them, recovers from them, rebuilds, and mitigates their future effects.

Emergency Operations Center (EOC). Provides a centralized location for multiagency coordination of information and resources to support incident management.

Emergency Operations Plan (EOP). An all-hazards document that specifies actions to be taken in the event of an emergency or disaster event; identifies authorities, relationships, and the actions to be taken by whom, what, when, and where, based on predetermined assumptions, objectives, and existing capabilities.

Emergency. Any event requiring increased coordination or response beyond the routine in order to save lives, protect property, protect public health and safety, or lessen or avert the threat of a disaster.

Hazardous Material (HazMat). Any material which is explosive, flammable, poisonous, corrosive, reactive, or radioactive (or any combination) and requires special care in handling because of the hazards posed to public health, safety, and/or the environment.

Incident Commander (IC). The individual responsible for on-scene incident activities, including developing incident objectives and ordering and releasing resources. The Incident Commander has overall authority and responsibility for conducting incident operations.

Incident Command System (ICS). The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively direct and control the

response to an incident. Intended to expand as the situation requires greater resources without requiring new, reorganized command structures.

Partner Agency. An agency supplying assistance personnel, services, or other resources to the agency with direct responsibility for incident management.

Unified Command (UC). Under the ICS concept of operations, UC is a unified team effort that allows all agencies with responsibility for an incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This UC effort is accomplished without losing or abdicating agency authority, responsibility, or accountability.

Appendix C. PROCLAMATION OF EMERGENCY

Proclamation of Emergency San Bernardino Community College District

WHEREAS, the San Bernardino Community College District has reported that beginning at (enter date and time), an (enter emergency description).

WHEREAS, persons and property are and will be threatened and damaged unless further efforts are taken to reduce the threat to life and property; and

WHEREAS, this disaster is causing an undesignated amount of damage; and

WHEREAS, the severity and magnitude of this disaster are beyond the response and recovery capability of District resources; and

WHEREAS, there is an emergency present that necessitates activation of the San Bernardino Community College District Emergency Operations Plan, and utilization of emergency powers delineated therein.

BE IT PROCLAIMED BY THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHANCELLOR (or Designee as stated in the District's Emergency Operations Plan)

SECTION 1 That it is hereby declared that there is an emergency due to a/an [describe emergency] and secondary hazards affecting campuses of the San Bernardino Community College District; therefore, designated departments of the San Bernardino Community College District are authorized to enter into contract and incur obligations necessary to combat such emergency to protect and provide emergency assistance to victims of such emergency.

SECTION 2 Each designated department is authorized to exercise the powers vested under Section 1 of this Resolution in light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements).

DATED this _____ day of _____, 20____.

[Signed] San Bernardino Community College District Chancellor
-Or-

Designee (Name and Title)

Appendix D. TERMINATION OF A DISTRICT STATE OF EMERGENCY

Termination of a District State of Emergency

WHEREAS, an emergency presently exists in the San Bernardino Community College District, in accordance with the proclamation thereof by the Chancellor or designee for the San Bernardino Community College District, on the ____ day of _____, 20____, as a result of conditions of extreme peril to the safety of persons and/or property caused by _____; and

WHEREAS, the situation resulting from said conditions of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of and within the San Bernardino Community College District,

NOW, THEREFORE, BE IT PROCLAIMED that the San Bernardino Community College District does hereby proclaim the termination of said emergency.

Chancellor (or designee)

Date

Appendix E. EOC TOOLKIT

The items listed below are included in the supplemental document folder entitled **Appendix E. EOC Toolkit**.

- Activation Decision Flowchart
- Activation Guide
- EOC Action Plan (EAP) Template
- Initial Conference Call Agenda
- Planning P
- Position Checklists
- Rave Collaborate Quick Reference Guide
- Situation Report Template