

**General Institution**

**BP 3505 EMERGENCY PREPAREDNESS PLAN**

**Reference(s):**

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;  
19 California Code of Regulations Sections 2400-2450;  
34 Code of Federal Regulations 668.46(g)

The district shall have emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campuses and in the district offices.

The Chancellor shall establish procedures that ensure that the district implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and SEMS mandates include but are not limited to:

- Establishing disaster preparedness procedures or a plan; and
- Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines
  - Training requirements vary based on job titles or assigned roles within the emergency plan

All employees must be informed that as public employees, they are also disaster service workers during national, state, and local emergencies. The district must ensure that its employees are in compliance with the disaster service worker oath requirements pursuant to Government Code Section 3103 and set forth in Section 3 of Article 20 of the California Constitution.

The Chancellor should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and state.

The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The district must ensure that its plan is updated regularly. Colleges must comply with NIMS and SEMS to receive federal or state funding.

In accordance with the provisions of Title 5 of the California Administrative Code, a Civil Defense, Disaster and Emergency Preparedness Plan shall be adopted by the Board of Trustees as a policy guideline for use in this district. This plan shall be reviewed by the Board at least annually and revised as needed. A copy of the most recently adopted plan shall be filed with the County Superintendent of Schools, and police and fire departments of the respective cities. The plan shall be tested at least once each academic year and records kept of such tests.

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**Adopted:** September 15, 2015

**Board Reviewed:** January 18, 2023