EMERGENCY OPERATIONS PLAN

LOS ANGELES COMMUNITY COLLEGE DISTRICT

Academic Year 2025-2026

Updated: 2025-02-18

TABLE OF CONTENTS

1-1 INTRODUCTION

A. This emergency operations plan complies with Title 19 of the California Code of Regulations, and Section 2400 et seq. Standardized Emergency Management System (SEMS) and Section 2403(b)(2) for local government level response to major disasters that may affect District operations and/or facilities and adjacent communities, as applicable.

B. This business plan specifies certain actions in response to declared local emergencies pursuant to Government Code and Section 8558(c).

This business plan uses the incident command system (SEMS-ICS) common modular organizational structure to effectively accomplish stated objectives pertinent to a major incident or disaster. The structure includes the following:

1.   Command / Management Section for directing, ordering, and/or controlling of resources by virtue of explicit jurisdictional authority;

2.   Operations Section for coordinating tactical response in support of all field operations directly applicable to, or in support of, the mission(s) established an Emergency Operations Center or Incident Action Plan;

3.   Planning and Intelligence Section for collecting, evaluating, documenting and using information on the development of an incident and the status of resources;

4.   Logistics Section for providing facilities, services, personnel, equipment, and materials in support of an incident; and

5.   Finance / Administration Section for financial and cost analysis aspects of an incident, and for any administrative aspects not handled by any other section.

C. This Emergency Operations Plan provides checklists for activation and demobilization of an Incident Coordination Center (ICC), its Director, General Staff (Section Chiefs), and their crews, as the ICS modular organization expands and contracts commensurate with the level of support required by the SEMS field level response.

D. This business plan establishes the ICC Action Plan process that specifies critical objectives, assignments, and measurable goals to be completed within a stated operational period.

E. Additional action plans, procedures, and/or administrative controls may be approved by the EOC Director, as needed to meet the demands of any emergency.

F. Pursuant to Title 8 of the California Code of Regulations, and Section 3220, and Administrative Procedure (AP) 3505, as stakeholders, each college location shall participate in the development of the District EOP. This plan provides the framework for emergency operations within the District.

G. Each college location shall establish an Incident Coordination Center (ICC) team who should convene as soon as possible following an emergency event to determine an appropriate level of response from the affected college.

NOTES, WARNINGS, AND CAUTIONS

Note: The District Emergency Operations Plan is not intended as a verbatim compliance directive.

Note: Assume emergency response agencies are not immediately available to assist.

Note: The Standardized Emergency Management System and its modular organization are not intended to supersede local government policies and procedures. No part of the plan permits any government agency or district to abdicate its jurisdictional responsibilities.

Shall: requirement.

May: area of discretion.

Should: encouraged but not a requirement.

1-2 DEFINITION OF AN EMERGENCY

Any incident, whether natural, technological, or human-caused, that requires responsive action to protect life or LACCD property.

The federal government defines an emergency incident under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as any occasion or instance for which, in the determination of the President of the United States, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States. Emergencies meeting this criteria may qualify for federal reimbursement/ assistance.

1-3 PLAN OVERVIEW AND PURPOSE

The purpose of this Emergency Operations Plan is to:

- Provide advanced information that may protect the safety of students, faculty and staff.

- Provide advanced information to help safeguard resources related to the Los Angeles Community College District's mission.
- Provide a means to coordinate District-level and campus-level emergency response with applicable Board Policies and Administrative Procedures.

PLAN LIMITATIONS (WHAT THIS PLAN IS NOT)

This plan is not an end-user emergency plan. End-user type emergency plans may be accessed via the Everbridge mobile application. End-user type of plans contain information for the individual such as what immediate steps should be taken under various emergency events.

ASSUMPTIONS

This EOP is framed around statutory compliance. The District EOP outlines districtwide emergency planning and coordination.

This EOP is established in accordance with the California Constitution, the California Emergency Services Act, the Standardized Emergency Management (SEMS), National Response Framework (NRF), National Incident Management System (NIMS) guidelines, and LACCD Board Policy (BPs) and Administrative Procedures (APs). In addition, LACCD health-related and dental programs must comply with their respective requirements as related to emergency response.

This EOP is consistent and compatible with the State of California Emergency Plan, Standardized Emergency Management System (SEMS), the standards and guidelines defined under the National Incident Management System (issued March 1, 2004), and the NFPA-1600 Standard for Disaster/Emergency Management and Business Continuity.

1-4 ROLE OF THE DISTRICT

The Mission of the Los Angeles Community College District is to foster student success for all individuals seeking advancement, by providing equitable and supportive learning environments at our nine colleges. The District empowers students to identify and complete their goals through educational and support programs that lead to completion of two or four-year degrees, certificates, transfer, or career preparation. In doing so, the District fulfills its commitment to the community to improve the social welfare of the region, to enhance the local economy, to close persistent equity gaps, and to prepare future community leaders.

ROLE OF THE CHANCELLOR'S OFFICE

The Chancellor is responsible for the overall operations of the Los Angeles Community College District. The Chancellor (or designee) is responsible for issuing Disaster Declarations (See section 2-5 for template). In addition, the Chancellor has

direct oversight of Chief Financial Officer, Facilities Planning and Development, the General Counsel, the Office of Information Technology, and the college presidents.

ROLE OF THE DEPUTY CHANCELLOR'S OFFICE

The Deputy Chancellor's Office is the chief operations administrator and has direct oversight of District departments including: Facilities Planning and Development, General Counsel, Information Technology, Human Resources, Business Services, and Education Services.

DISTRICT COMMUNICATIONS OFFICE

The District Communications Office is responsible for rumor control including interaction with all forms of media (social, print, radio, TV), and publication of press statements on behalf of the District. Each college has a public information officer who works closely with the District Communications Office. A representative in a PIO capacity shall fulfill the role of Public Affairs Officer in an emergency management construct.

ROLE OF THE CHIEF FINANCIAL OFFICER/ BUDGETING OFFICE

The Office of the Chief Financial Officer (CFO) is responsible for the following district-wide financial activities: Serves as the executive head over all financial operations of the District including directing the development of financial strategies, policies, programs, models, controls and standards to insure the financial integrity and performance of the colleges and support of the overall operational and strategic missions of the District. Represent the District at all state and national organizations involved in budget and finance and monitor the effectiveness of Board approved budget allocation mechanisms. Plan, develop, direct evaluate and control the District's treasury operations which include cash management, investment management and tax management. This office shall fulfill the role of Finance and Administration in an emergency management construct.

ROLE OF OFFICE OF GENERAL COUNSEL

Serves as the chief legal officer and advisor to the Board of Trustees, Chancellor, Personnel Commission, and senior management; provides executive leadership over all District strategic and tactical legal initiatives, programs, and services; and manages the work of the District's internal legal team and contracted external counsels including bond construction counsel. This office shall serve on the Policy Group.

ROLE OF HUMAN RESOURCES DIVISION

The Human Resources Division (HRD) has the mission of fostering a District-wide culture of service and accountability. HRD achieves its mission by providing services

and products that allow our college clients to function as highly effective and efficient independent entities, while simultaneously enjoying the unique benefits that come from participation in a large, multi-college district.

We strive to create, support, and maintain a positive and nurturing work environment for our current and prospective employees. We are committed to providing leadership in establishing an equitable administration of policies that maximizes our colleges' ability to serve the needs and expectations of their students, employees and communities. The Human Resources Division should fulfill the role of Logistics Section in an emergency management construct.

ROLE OF CHIEF FACILITIE EXECUTIVE OFFICE (CFE)/ FACILITIES PLANNING AND DESIGN

Serves as the executive responsible for all aspects of the District's Facilities Planning and Development Division including oversight of capital construction projects funded by bond measures and other sources and technical direction over college facilities management activities. The CFE Office shall serve on the District Policy Group, and staff the Operations Section in an emergency management construct.

Members of FP&D may serve in the Planning Section in an emergency management construct.

ROLE OF OFFICE OF INFORMATION TECHNOLOGY (OIT)

The mission of the Office of Information Technology (OIT) is to provide district-wide information technology services which support our educational community and foster the success of our students.

The Office of Information Technology is comprised of seven areas of responsibility: (1) College Information Technology; (2) Web Services, Student, and Scholarly Technologies; (3) Enterprise Resource Planning Applications/ Administrative Applications; (4) Infrastructure Services; (5) Information Security; (6) Project & Portfolio Management; and (7) Technology Customer Service Delivery.

OIT shall serve as an IT Support Unit in an emergency management construct. The IT Support Unit will coordinate with the Operations Section. A Senior OIT representative may participate in the Policy Group as needed.

ROLE OF BUSINESS SERVICES

Business Services handles Contracts and Purchasing, Risk Management (which includes Health and Safety, Property and Liability, and Workers' Compensation), Health Benefits, and Staff Services.

A Business Services representative may participate in the Finance and Administration Section in an emergency management construct.

A Risk Management or Health and Safety representative may participate as a Safety Officer within an emergency management construct.

ROLE OF SAFETY AND SECURITY SERVICES

Safety and Security Services is responsible for Sheriff contract oversight and compliance, design, development, and implementation of the District's Emergency Operations Plan (this plan) and training and exercise programs related to the contents of the District's Emergency Operations Plan. In addition to physical security and organizational emergency management initiatives, Safety and Security Services currently provides oversight for districtwide Environmental Health & Safety programs.

A representative of Safety and Security Services may participate as an EOC Director, Safety Officer, or Liaison Officer in an emergency management construct and shall initiate the activation of the physical or virtual EOC.

ROLE OF THE SHERIFF'S DEPARTMENT

The Los Angeles Community College District contracts security with the Los Angeles County Sheriff's Department Community College Bureau. Personnel assigned to this Bureau will act within their own agency policies. However, these are the core functions law enforcement personnel will perform in the event of a campus emergency.

- Maintaining law and order
- Controlling Traffic
- Limiting access to disaster areas or areas designated as a crime scene
- Assisting with campus evacuation efforts
- Supplementing communications
- Standing up Incident Command Post

1-5 STANDING DISTRICTWIDE OBJECTIVES

The Los Angeles Community College District will achieve this objective by:

- Developing a district wide plan to include centralized operations with rules and regulations that every college can follow;
- Including core elements and use the same template in developing emergency plans;
- Customizing preparedness plans for colleges but allowing each college to adapt according to its specific needs.
- Providing for the safety and welfare of students, faculty, and staff present in an LACCD learning environment (IAW Chancellor Directive about inclusivity);

- Establishing a methodology for how the District will organize in response to an emergency event;
- Standardizing reporting of emergencies so that the same procedures are followed at each college;
- Identifying safety and risk management factors that could impact the campus community, develop realistic and achievable mitigation measures;
- Implementing emergency preparedness practices allowing for the safety and welfare of students, faculty, and staff while at an LACCD location;
- Encourageing active participation of all employees in training and exercises.

1-6 AUTHORITY DRAWN FROM THE STATE

The California Emergency Plan, promulgated in accordance with the provisions of the California Emergency Services Act, provides statewide authorities and responsibilities and describes the functions and operations of government at all levels during emergencies.

Government Code and Section 8568 of the Act states in part, "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof."

This District Emergency Operations Plan (EOP) shall be considered to be an extension of the State Emergency Plan.

The authority of the District to respond to emergencies and disasters is governed by the following:

- The Standardized Emergency Management System (SEMS) as described by California Government Code 8607(a), for managing response to multi-agency and multi-jurisdiction emergencies in California.

- The National Incident Management System (NIMS), as prescribed by the Homeland Security Presidential Directive-5 (PPD-5)- Management of Domestic Incidents.

1-7 TRAINING & PREPARATION

Elements of this plan shall be used to standardize training on campus safety and emergency response with each college and to conduct regular district-wide emergency management drills based off this plan.

BOARD OF TRUSTEES

Members of the Board should complete the following one hour (60 min) course.

IS-908: Emergency Management for Senior Officials

COLLEGE ADMINISTRATORS

At a minimum, each college administrator should complete the following independent study courses through FEMA.Gov to become familiar with emergency management organization and position responsibilities.

IS- 100 Introduction to the Incident Command System

IS- 200 Basic Incident Command System

IS- 700 An Introduction to the National Incident Management System

IS -800 National Response Framework, An Introduction

IS-363: Introduction to Emergency Management for Higher Education

STUDENTS, FACULTY, STAFF

Personal safety end-user emergency plans are located in the LACCD Alerts (Everbridge) mobile application as read ahead/ on-demand materials.

1-8 INCIDENT COMMAND SYSTEM

The Incident Command System (ICS) is how an emergency event is managed. It is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

GENERAL FLOW OF EMERGENCY EVENTS

Emergency events occur across five (5) separate stages (Awareness, Initial Action, Planning, Operations, Conclusion/ Recovery). The following outlines the general action of district response based off of the "Planning P" cycle of ICS. Each event is broken down under these five stages.

Awareness- A person with decision making authority becomes aware of an incident affecting the college or campus.

Initial Action- Immediate decisions and actions taken in response to an incident with rapidly evolving details and information. (e.g. Lockdown, Evacuate).

Planning- Development of an Incident Action Plan (IAP) addressing a coordinated use of resources. The IAP covers a specific period of time (e.g. 12 hours, 24 hours, 48 hours, etc.).

Operations- Carrying out the elements of the IAP.

Conclusion- Actions leading up to the end of the incident response.

The IAP is completed each operational period by the college ICC utilizing the progression of meetings and briefings in the Operational Period Planning Cycle (Planning P). The Planning P is a graphical representation of the sequence and relationship of the meetings, work periods, and briefings that comprise the Operational Period Planning Cycle.

1-9 INCIDENT COMMAND POST(S)

An Incident Command Post (ICP) is the field incident location at which the primary tactical level, on-scene incident command functions are performed. The on-scene Incident Commander (IC) will vary by circumstances. The IC may be fire, law enforcement or another agency in the event of a human caused incident. The IC may be the college facilities director, general foreman, etc. in the event of a facilities infrastructure issue.

1-10 POST-INCIDENT REPORTING

At the conclusion of each localized event, a hotwash shall be conducted by college senior leadership. FEMA provides a basic form to help facilitate a hotwash. The purpose of the hotwash is to ensure each participant has the opportunity to share their feedback and observations. The hotwash should be facilitated by the ranking member of the college or a representative from the Safety and Security Services Department upon request.

After Action Reports (AARs) are necessary documents to record lessons learned from a training and/ or exercise evolution. From an AAR, a corrective action list is typically developed to ensure there is a plan for correcting and mitigating emergency procedures requiring improvement. AARs should be completed by the local campus administration with support from the District's Safety and Security Services Department, and any observers (if an exercise).
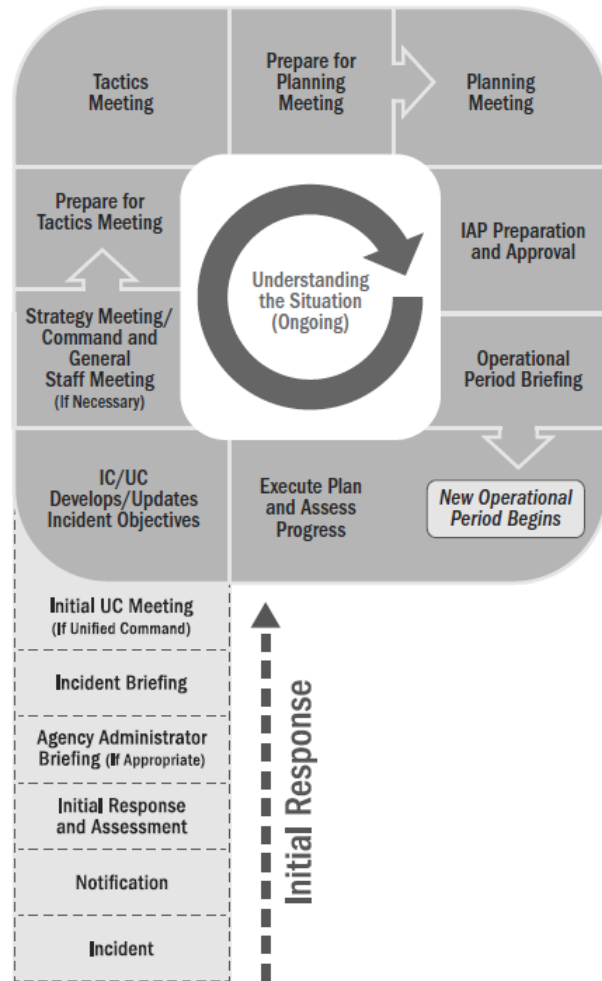
1-11 OPERATIONAL AREA OFFICE OF EMERGENCY MANAGEMENT AND LASD DEPARTMENT EMERGENCY OPERATIONS CENTER

Since this document is an extension of the State Emergency Plan, the following section explains how the LACCD integrates into the local government incident command system structure for reporting purposes, and available resources during an emergency declaration. The LACCD is located in the Los Angeles County Operational Area (OA). The Los Angeles County Office of Emergency Management (OEM) has the responsibility of comprehensively planning for, responding to and recovering from large-scale emergencies and disasters that impact Los Angeles County OA. OEM's work is accomplished in partnership and collaboration with first response agencies, as well as non-profit, private sector and government partners.

The LASD has a Department Operations Center (DOC) co-located with OEM. The LASD College Bureau will leverage the DOC for resources, and available informational updates related to public safety. The level of staffing in the DOC is dependent on the size and complexity of the incident(s), activation will always occur when the County Emergency Operations Center (CEOC) is activated. However, the DOC can be activated without the CEOC being activated. If only the DOC is activated, the on-duty CEOC/DOC Chief or Chief of Staff (Commander), or their designee would be the "Department Incident Commander." When both the CEOC and DOC are activated the on-call CEOC/DOC Management Team "Chief of Staff" is assigned to manage the DOC. The DOC may also be activated to manage the application of Law Enforcement Mutual Aid resources within OES's Law Enforcement Region I (Los Angeles and Orange Counties) or in support of any other Law Enforcement Region, if requested to do so by the Office of Emergency Services (OES). Whenever an incident expands to include the activation of a Station EOC or an incident that includes multiple agencies or is multi-jurisdictional, the DOC should be activated. When activated, the DOC will coordinate the Department's response and provide strategic guidance to the individual Station's EOC.

The LACCD District EOC is the liaison to the OA. Upon activation of either, Safety and Security Services will monitor the situation, evaluate whether the District EOC needs to be activated, and coordinate with the LASD College Bureau command staff. The Safety and Security Services Department may communicate with OEM via the Operation Area Response and Recovery System (OARRS) regarding any resource requests and situational updates related to the LACCD.

2-1 DISTRICT EMERGENCY MANAGEMENT ORGANIZATION

The District and each college shall adopt ICS principles, and organize its emergency management activities in the following manner.

```
                    ┌─────────────┐
                    │Policy Group │
                    └──────┬──────┘
                           │
                    ┌──────┴──────┐
                    │ District EOC│
                    └──────┬──────┘
              ┌────────────┴────────────┐
       ┌──────┴──────┐           ┌──────┴──────┐
       │ College ICC │           │ College ICC │
       └──────┬──────┘           └──────┬──────┘
              │                          │
       ┌──────┴──────┐           ┌──────┴──────┐
       │   Mobile    │           │   Mobile    │
       │  Incident   │           │  Incident   │
       │Command Post │           │Command Post │
       └─────────────┘           └─────────────┘
```
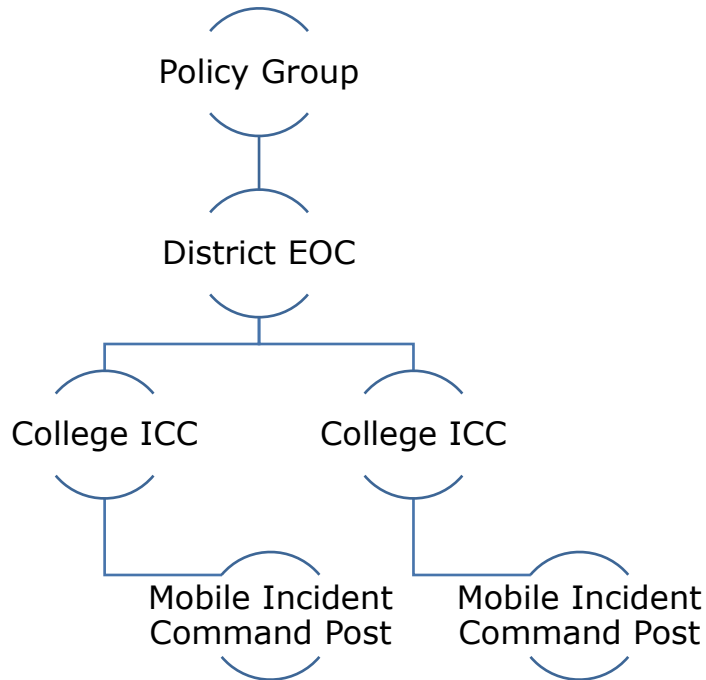
ROLE OF THE POLICY GROUP

This group is situated apart from the District Emergency Operations Center, but with an active liaison linking this group to the District EOC. The group is responsible for providing policy level guidance and serves as a decision-making body affecting the entire District's operation. The Policy Group reports emergency management progress to the Board of Trustees. The Policy Group consists of the Chancellor, Deputy Chancellor, Chief Facilities Executive, Chief Financial Officer, Vice Chancellor of Human Resources, Vice Chancellor of Planning Educational Programs and Institutional Effectiveness, General Counsel, college presidents, and a Safety and Security Services representative whenever topics involving the LASD College Bureau Captain/ Chief of Police are discussed. The Policy Group is adhoc, not all members need be present depending on the circumstances: additional personnel may be recruited to the Policy Group at anytime.

ROLE OF THE DISTRICT EMERGENCY OPERATIONS CENTER

An Emergency Operations Center (EOC) is a physical or virtual location from which leaders of a jurisdiction or organization coordinate information and resources to support incident management activities (on-scene operations). The District EOC is the pre-designated facility established to coordinate the overall response and support to an emergency. It is the only EOC in the entire district. The EOC coordinates information and resources between the affected campus, District, and external agencies. The District's primary EOC is located on the first floor of the Corporate Center Campus (1055 Corporate Center Drive) in Monterey Park.. The alternate EOC is located in the Board Room of the Education Services Center (ESC) at 770 Wilshire

Blvd. in Downtown Los AngelesThe third EOC location is at the Van de Kamps (VDK) campus located at 2930 Fletcher Drive. The EOC will activate and scale according to ongoing or projected circumstances. Checklists for each position shall be available in the EOC Standard Operating Procedures manual.

GENERAL DISTRICT EOC ORGANIZATION CONSTRUCT

```
                          EOC Director
                               |
          Command Staff        |        Deputy EOC Director
                               |
    ┌──────────────┬───────────┴───────────┬──────────────┐
Operations      Logistics             Planning          Finance
 Section         Section               Section
    |               |                     |                 |
Law Branch      Business              VC/ CFE           VC/CFO
                Services
```
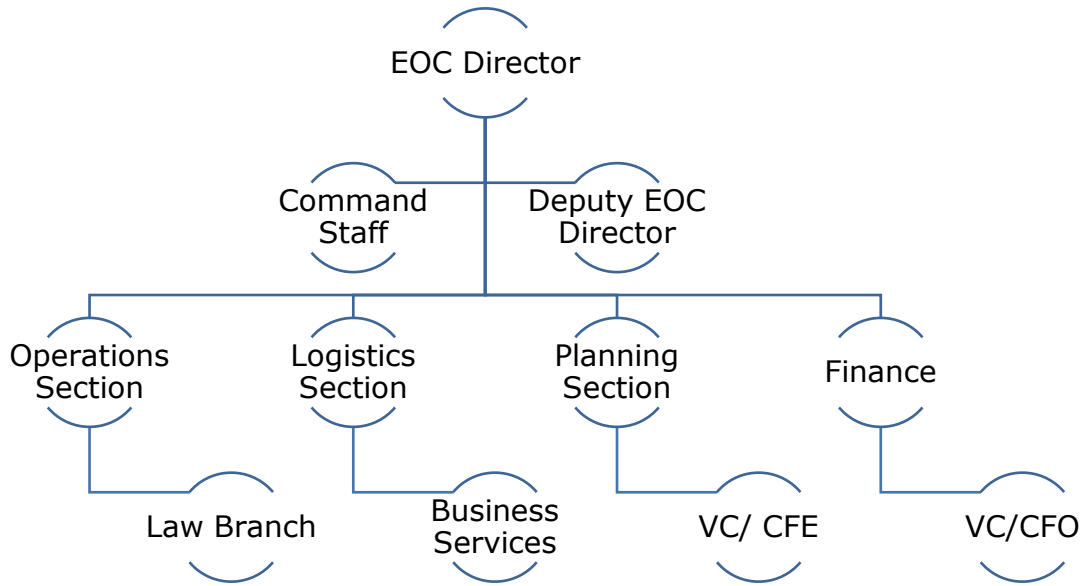
CONDITIONS FOR EOC ACTIVATION

The District's EOC may be activated anytime the Chancellor (or designee) deems necessary in support of any emergency. Activation of the District EOC should be considered anytime two or more college ICCs are activated.

Events with actual or cascading impacts (e.g. wildfire, regional earthquake) to District and/ or college lines of operational business shall warrant an activation.

EOC ACTIVATION AUTHORITY

Personnel who have the authority to activate the District EOC are:

Chancellor, Deputy Chancellor, Director Safety and Security Services, Manager Safety and Security Services.

LEVELS OF EOC ACTIVATION

The following District EOC activation levels are based off of the national standard for EOCs, and are reflective of resource intensity to operate the EOC. The District EOC primary and alternate locations are not typically configured as 24-hour facilities. There are no overnight accommodation areas. Staffing levels for the District EOC and college ICCs will expand and contract depending on needs of the incident, and its impact to the District's ability to provide quality instruction to students.

Level 1 Full- Situation/ threat has developed requiring 24/7 coordination, monitoring, and support. In most cases, such an activation will require multiple backfills to sustain a 24-hour duty rotation.

Level 2 Partial- Situation has developed requiring coordination extending beyond normal workday, required 24/7 monitoring.

Level 3 Enhanced- Situation has developed requiring enhanced monitoring and coordination between jurisdictions and agencies.

Monitoring/ Steady State- No event or incident anticipated.

The level of activation status shall appear as part of any daily operational summary reports.

CONDITIONS FOR ICC ACTIVATION:

Each college may develop criteria for what qualifies a campus emergency, and what condition(s) warrant activation of college ICC. Criteria should be congruent with the, "Emergency Response and Evacuation Procedures" contained in the college's annual security report (ASR). Generally, the college President (or delegated authority) should activate the college ICC if any of the following conditions are present:

- Incident significantly disrupts normal campus operations (e.g. prolonged police activity, facilities infrastructure failure);
- Incident requires planning and mobilization of resources (e.g. sporting event, graduation);
- Incident has potential for growth and cascading impacts (e.g. protests, political event);
- Mutual aid/ outside assistance shall be coordinated through the district EOC and requested when a disaster relief requirement exceeds the affected college's resources or resources of the District.

VIRTUAL DISTRICT EOC

The district provides virtual communication tools. Whether the District EOC or college ICC is hybrid or completely virtual, virtual communication tools enhance the interoperability between the District EOC and each individual college ICC. Upon activation, Microsoft TEAMs may be used to establish an "open" meeting between each college. A meeting link will be generated and shared with the administration of each college to join. To download Microsoft TEAMS to a mobile device, scan the QR code. You may be prompted to enter LACCD login credentials. If you encounter any issues, contact your local IT Office for assistance.

Zoom is an alternate virtual communication tool. The District EOC will utilize the LACCD Alert system and generate an alert exclusively for each member of a campus ICC with MS TEAMS access link (or Zoom) and applicable instruction.

To facilitate informational flow, the District EOC will initiate a "call bridge" to provide participants with a call-in line. Call bridge teleconference information will be distributed exclusively to college administrations via LACCD Alerts.

COLLEGE LINES OF SERVICES FOR OPERATIONAL CONTINUITY

This section is the basis for what emergency management activities and objectives a college ICC should be prioritizing to get things back on track following a disruption to normal college operations.

Each college is divided into three different lines of operations (Academic Affairs, Student Services, Administrative Services). Each line of operations shall be considered when activating a college ICC. Depending on the type of incident, college ICCs should consider and prioritize what the most time sensitive and critical operations of the college are. Any class of Vice President should be prepared to serve as the college president's direct representative, Director of the college's ICC and prioritize operations that facilitate timely and accurate flow of information and continuity of college services.
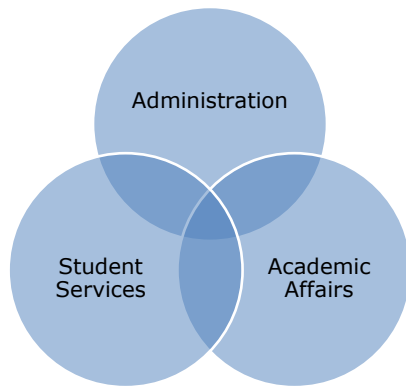
These are critical lines of business operations that require the ICC to develop objectives to resume, pause, or continue critical lines of services to mitigate any downstream cascading effects. The following is a list of college operations developed for each classification of Vice President. It is up to the campus ICC to evaluate and prioritize what lines of business operations are essential at the time of the incident.

Academic Affairs

- Instruction – the single most important operation of each campus. In an emergency, especially a protracted emergency (e.g., COVID), students will want to know how to access their classes and any schedule modifications to their selected area of study.
- Shifting Academic Instruction to alternate college
- Transition from in-person to online/ hybrid
- Child Development Centers
- Scheduling and Schedule Preparation
- Library Services
- Athletics
- Farm Instruction (LAPC)
- Academic Support/ Tutoring
- Science Labs
- Automotive Labs (Pierce, East, Trade)
- Aviation (WLAC)
- Culinary (Harbor, Mission, Trade)
- Cosmetology (Trade)
- Nursing
- Film Production
- Dental Tech (LACC)
- Rad Tech (LACC)
- Dental Hygiene (WLAC)
- Community Services/ Extension Programs
- Liberal Arts Courses Requiring Special Equipment

- Construction
- Media Arts
- Dual Enrollment Program
- Special Programs (DREAM, Umoja, LGBTQ, Puente, Promise, Rising Scholars, CalWORKs, Foster Kinship, Guardian Scholars)

Student Services

- Admissions and Records
- Student Support Center/ Welcome Center
- Financial Aid
- Athletics
- International Student Program
- Contract Vendors (Athletics)
- Admission and Records
- Financial Aid
- Health Centers
- Disabled Student Programs and Services
- Academic Counseling
- Extended Opportunity Program
- Associated Student Organization
- Trio Programs
- Veterans Center
- Career Center
- Transfer Center

Administrative Services

- Safety and Security Services*
- Public Relations Management*
- Data security management
- Procurement and Contracts Management
- Information Technology*
- Budget Management
- Facilities Planning and Construction
- Building & Grounds Operations and Maintenance
- Accounting and Financial Reporting
- Enterprise Services Administration
- Business Office Fee Collection
- Bookstore
- Human Resources (Personnel)
- Payroll
- Enterprise Operations

Essential District Services

- Student Information System (Managed by OIT) (Per District IT recovery policy)
- * Information Technology, non-centralized operations affecting the campus
- Data and Information Security Management
- Human Resources
- * Safety and Security Services district function with campus overlap
- *Public Relations Management, campus communications in coordination with District Communications Office

DELEGATION OF AUTHORITY

In accordance with AP 2431 Delegation of Authority to College President, the college president's administrative organization shall be the established authority on campus, and the college president is the final authority at the college level. In preparation for any emergency event, the college president shall delegate written authority to administrators and others consistent with their responsibilities to form an order of succession. Delegation of authority for ICC Director shall be listed in the college's ICC Checklist, an annex to this plan.

INITIAL NOTIFICATIONS:

The ICC Director shall request additional personnel to activate and serve in the college ICC as appropriate.

Each event will present with varying circumstances. In general, upon becoming aware of an emergency event, the ICC Director or delegated authority should consider the developing circumstances, and determine whether emergency meets pre-established college level qualifiers for ICC activation and/ or qualifiers listed in the "Emergency on College Campus" section. If the ICC is activated, assess whether the ICC needs to be activated to coordinate college lines of business operations, messaging, and student, faculty, staff accountability activities. The ICC Director or delegated authority should begin to make such notifications for additional ICC resources only when it is deemed safe to do so and after any personal safety actions have been taken.

RECALL OF EMPLOYEES

Recall of employees filling certain positions may be permitted under California Government Code 3100. This action shall be consulted with the Policy Group prior to implementing.

MULTI-LAYERED COMMUNICATIONS STRATEGY

LACCD ALERTS

Alert notifications to the campus community (students, faculty, staff) will be done with the use of the LACCD Alert system. Communications of this type leverage multiple sources- e-mail, text, cell phone call, mobile application. This practice creates an incident record within the LACCD Alert system, and may be used later to aid in any financial cost recovery efforts, analysis for improvement, and record of actions taken.

Nixle is the component of LACCD Alerts that lets folks who are not directly part of the campus community receive alert notifications. Visitors, contractors, vendors, etc. should text the local college's keyword to 888777. Each college keyword is below.

College	Keyword	College	Keyword
Pierce College	BRAHMAS	City College	CUBS
Valley College	MONARCHS	Trade Tech	BEAVERS
Mission College	EAGLES1	Easy LA College	HUSKIES
West LA College	WILDCAT	Southwest College	COUGARS
Harbor College	SEAHAWKS	ESC	LACCDESC

CAMPUS PUBLIC ADDRESS SYSTEM

If equipped, a public address (PA) system is crucial in managing emergencies by ensuring clear, effective communication with a large audience. Here's how it can be used:

1. **Alerting and Notifying:** The PA system can broadcast emergency alerts and notifications to quickly inform people about the situation. This might include announcements about evacuations, shelter-in-place instructions, or specific hazards.

2. **Providing Instructions:** During emergencies, the PA system delivers clear, concise instructions on what individuals should do next. For example, it might guide people to exits, direct them to safe areas, or inform them about emergency services' arrival.

3. **Coordinating Response:** The PA system can facilitate coordination among emergency responders and between different departments or teams within an organization. It allows for real-time updates and instructions to be communicated efficiently.

4. **Reducing Panic:** By providing structured and calm information, the PA system helps manage panic and confusion. Clear communication helps people stay calm and follow the necessary steps to ensure their safety.

5. **Updating Information:** As the situation evolves, the PA system can provide ongoing updates to keep everyone informed about new developments or changes in instructions.

6. **Assisting in Special Needs:** It can also cater to individuals with special needs by providing instructions in multiple languages or formats, ensuring that everyone receives the necessary information.

7. **Testing and Drills:** Regular testing and drills using the PA system ensure that it functions properly during an actual emergency and that people are familiar with how to respond to announcements.

For the PA system to be effective, it should be regularly maintained, tested, and integrated with other emergency communication systems.

DISTRICT WEBPAGE AND EMERGENCY ALERTS FEATURE

The college Public Relations Manager or designee shall work in coordination with the District Communications Director (or designee) to publish any "Emergency Alerts" on the college's public facing webpage. The District Office of Information Technology (OIT), specifically the web services team, may be of assistance.

The Emergency Alerts feature is accessible/managed by the College PIO/PRM and/or others at the college with the "Sitewide Owner" role.

You can find a list of these individuals on our [College CMS Training > Sitewide Owner](#) page.

DEPARTMENTAL PHONE TREE AND OTHER INTERNAL COMMUNICATIONS

Each college business/ instructional unit should develop procedures for internal communication. A departmental phone tree is helpful for department personnel to communicate with one another in the event of after-hours emergencies. This method is effective to communicate as a department when personnel need to update one another on who is (or will be) performing a specific function in response to an on-campus emergency. Department chairs desiring to setup a phone tree should ensure a current listing of afterhours contact information is available from everyone throughout the department. Specific roles should be assigned designating who is supposed to contact whom.

Alternatively, there are several mobile applications that can work to ensure all personnel in a department are looped into internal communications.

A text message group may also be setup, however there may be some limitations between iPhone and Androids on the same communication thread. None of the methods in this section are official communication mechanisms of the LACCD.

ROLE OF THE COLLEGE INCIDENT COORDINATION CENTER (ICC)

Compliance with the National Incident Management System (NIMS) and State Emergency Management System (SEMS) mandates should be part of campus ICC planning. Each college shall have a designated primary and alternate incident coordination center (ICC) location. The location can be off campus but should be in a place accessible by all members of the campus' leadership team, and documented in the campus' local emergency operations plan- an appendix to this document. The college ICC should be a space designed for high occupancy with capability for incident management activities and coordination with the District's EOC. College leadership should activate the campus ICC upon request from a field level response agency, from a local City jurisdiction, the District's Educational Services Center, or established incident trigger point for activation. As a matter of practice, the college leadership may choose to activate the campus ICC to facilitate non-emergency college functions (e.g. Commencement, VIP visit).

Upon activation, the college ICC should evaluate whether to open communications with the District through notification to the District Safety and Security Services Department via phone call or email safetyandsecurityservices@laccd.edu.

"The {College Name} ICC has been activated at {time} for {event type}. {Insert name} is the ICC Director who is available at {insert telephone #}.

GENERAL COLLEGE ICC ORGANIZATIONAL CONSTRUCT

```
   BoT                    ICC Director
                              (VP)

President        PIO                Liaison

Operations    Logistics Section   Planning Section   Finance Section
 Section

      Incident
  Command Post
```
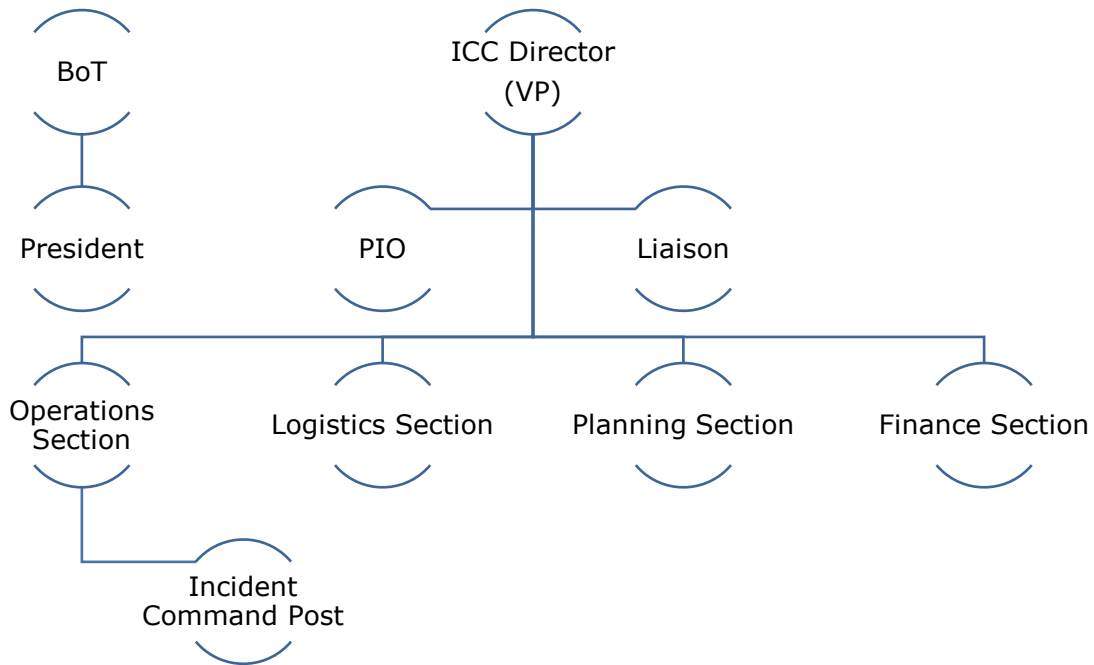
MINIMUM COLLEGE ICC REQUIREMENTS

Venue identification and selection of a college ICC shall adhere to the following characteristics:

SECURITY/ ACCESS- ICC should have a means to control/ prohibit unauthorized access to the space.

OCCUPANCY- Square footage of usable space should allow for comfortable human occupancy, and environment of cross-communication.

TECHNOLOGY- Utility outlets, computers, monitors, web camera, data jacks, ability to access internet, social media, and District collaboration programs (e.g. Zoom, TEAMS) shall be available for use within the ICC. Collaboration programs may be used for virtual ICC operations.

BRIEFING AREA/ ROOM- Space away from ICC functions to allow for discussion and coordination of planned objectives, prioritized lines of college operations, and response to new developments.

OFFICE SUPPLIES- white boards, flip charts, note pads, etc. to capture and document new developments and pending issues.

RESOURCES- College/ Campus Map(s), Floor Plans, First Aid/ AED and trauma kit locations, ICS forms, employee policies.

EMERGENCY PLAN DOCUMENTATION- District EOP, College EOP Appendix, Child Development Center disaster plan, ICS forms.

RESTROOMS- facilities should be close and accessible to staff and visitors of the ICC.

ROSTER OF PERSONNEL- People expected to report to the ICC during activation, and AM/PM emergency contacts.

OUTSIDE RESOURCES LIST- servicing resources to the college including, sheriff on campus, law enforcement, fire/EMS, mental health, local utility.

MEDIA CONTACTS- College Public Relations Managers should ensure the ICC has access to updated local media contacts.

VIRTUAL CAMPUS EOC/ICC

The District or college may use MS TEAMS to facilitate a virtual EOC to ICC relationship. Depending on the circumstances, activation of a virtual EOC may be appropriate to facilitate communications between the college and District when EOC and ICC communication cannot be established in person, or the incident occurs in late hours or early morning. To download MS TEAMS to a mobile device, scan the QR code. MS TEAMS is a District provided product.

Zoom may serve as an alternative option to support the virtual EOC and ICC. College's should develop a standing virtual meeting link.

MOBILE CAMPUS INCIDENT COMMAND POST (ICP)

The LASD Emergency Operations Bureau (EOB) has mobile resources to assist with resource coordination and incident management activities. Activation of the DOC during normal business hours (0700-1700), Monday through Friday, shall be made by contacting the EOB, (323) 980-2211.

The LASD Community College Bureau Training and Support Unit (TSU) Team Leader or designee is on-call 24/7 with a mobile command post. The mobile command post is a utility truck equipped with lights and sirens for rapid response to any campus and is dedicated to LACCD. Community College Bureau Captain or designee can deploy this asset upon request.

2-2 CHILD DEVELOPMENT CENTERS

Each college CDC is required to have an emergency disaster plan posted in a prominent location in the facility near a telephone. Available electronic copies are posted on the EOC TEAMS file library annually.

Contents of each plan contain staff CDC emergency assignments, telephone numbers, utility shutoffs, temporary relocation sites, first aid kits, and equipment.

2-3 HIGH SCHOOL(S) ON CAMPUS

The following high schools are co-located on LACCD college campuses.

LAHC- DR. RICHARD A. VLADOVIC HARBOR TEACHER PREPARATION ACADEMY

Address:

1111 Figueroa Pl., Wilmington, CA 90744

Phone: (310) 834-3932

Fax: (310) 834-4194

LASC- MIDDLE COLLEGE HIGH SCHOOL

Address:

1600 W. Imperial Hwy, Los Angeles, CA 90047

Phone: 323-418-4700

STELLA HIGH CHARTER ACADEMY

Address:

1600 W. Imperial Hwy, Los Angeles, CA 90047

Phone: 424-789-8337

LATTC- EARLY COLLEGE ACADEMY

Address:

400 W. Washington Blvd, Los Angeles, CA 900015

Phone: 213-763-3685

COALITION FOR RESPONSIBLE COMMUNITY DEVELOPMENT

Address:

3101 S. Grand Ave., Los Angeles, CA 90007

Phone: 213-743-6193

2-4 ROLE OF FACULTY DURING AN EMERGENCY

In the higher education setting, students naturally seek guidance from the individuals leading the class, expecting the instructor to take charge and provide direction in an emergency.

- Be familiar with building exits. Conduct self-guided walkthroughs of your building. College Sheriff may participate in a walkthrough upon request.

- Provide situational leadership in an emergency; lead by example, follow direction of building alarms.

- Request students to update their emergency contact information in their Student Information System (SIS) profile.

- At beginning of semester, remind students to download the LACCD Alert mobile app for safety information and to update their personal contact information in SIS. Consider adding this information to the course syllabus for students' future reference.

- Wait in the safest location you deem possible until you are given the "all clear" after evacuating or remaining in classroom.

- At the beginning of the semester, ask students who may need assistance during a classroom evacuation or other foreseeable emergency to contact the Disabled Students Programs and Services (DSPS) Office for assistance.

- Have the college sheriff station phone number readily available.

- When Fire – Police – Ambulance is required, call 911. Then call or direct someone else to call college sheriff to advise them of the situation. Remain calm – your actions influence others.

- If calling 911, tell the dispatcher your location (address, building, room number).

- Give your full name, classroom location, and phone number from which you are calling in case you are disconnected.

- Describe the nature of the emergency.

2-5 EMERGENCY DECLARATION TEMPLATE

[College Name]

Disaster Declaration

Date: [Insert Date]

To: All Members of the [College] Community

Subject: Declaration of Emergency Due to [Type of Disaster]

In response to the [type of disaster—e.g., severe flooding, earthquake, fire, etc.] that has impacted our campus and surrounding areas, the Los Angeles Community College District is declaring a state of emergency effective immediately. This declaration is made to ensure the safety and well-being of all students, faculty, staff, and visitors and to facilitate a coordinated response and recovery effort.

Details of the Situation:

Nature of Disaster: [Briefly describe the disaster, including any relevant details such as the time of occurrence, severity, and immediate impact.]

Affected Areas: [List specific buildings, facilities, or areas on campus that have been affected or are at risk.]

Current Status: [Provide a brief overview of the current situation, including any immediate actions taken or planned responses.]

Actions Taken:

Emergency Response Team: An emergency response team has been activated to assess the situation and coordinate the response efforts.

Evacuation/Relocation: [If applicable, describe any evacuation procedures or relocation plans for affected individuals or groups.]

Communication: Regular updates will be provided through [specify communication channels—e.g., email, text alerts, website updates].

Support Services: [Provide information about available support services such as counseling, medical assistance, and emergency contact numbers.]

Instructions for the College Community:

Safety Precautions: [List any specific safety precautions that individuals should follow, such as avoiding certain areas or reporting hazards.]

Emergency Contacts: [Provide contact information for campus security, and other relevant departments.]

Follow-Up: [Explain how and when further updates will be provided and where to find additional information.]

The safety of the LACCD community is our top priority. Please follow the instructions provided and cooperate with emergency personnel and keep abreast of the latest updates.

Thank you for your attention and cooperation during this challenging time.

Sincerely,

[Name]

[Title]

[College]

[Contact Information]

Functional Annexes

3-1 THREAT AND HAZARD SPECIFIC ANNEX

This annex describes common threats, hazards, and vulnerabilities to each campus.

FEMA National Risk Index lists Los Angeles as "Very High" in terms of annual loss, social vulnerability, and community resilience. Earthquakes and wildfires are the top two threats in the Los Angeles region.

A full listing of each college's most recent threat hazard identification risk assessment (THIRA) is available to each campus administration via the EOC MS TEAMS website. The Threat and Hazard Specific Annex describes an overview of each campus and particular threats, hazards and vulnerabilities to each campus.

Each THIRA is divided into the following sections:

- Perimeter security observations
- Parking
- Access control and alarms
- Surveillance cameras
- Utility systems
- Lighting coverage
- Communications
- Human Factors

3-2 EARTHQUAKE ANNEX

The FEMA National Risk Index ranks Los Angeles County as number one (#1) due to three factors: 1) Expected annual loss; 2) social vulnerability; 3) low community resilience.

A confirmed magnitude 5.0 earthquake by the US Geological Survey (USGS) is the generally accepted trigger point for structural assessments to begin throughout Los Angeles County.

After a seismic event, the Los Angeles Fire Department will transition to, "earthquake mode". All fire stations vacate and survey their entire district (windshield survey) and provide intelligence and communication reports. Air Operations may be used in addition to Marine Operations Survey (tsunami).

The Los Angeles Police Department (LAPD) will begin windshield survey (structures including high rise buildings- 75 feet or taller), checking critical infrastructure. All 21 geographical divisions have a list of sites to verify. On duty personnel conduct the windshield surveys. Pre-determined critical facilities will be surveyed within the first 30 minutes. Findings are compiled into a General Area Survey Report. The General Area Survey Report is color coded.

Green- Areas of little apparent impact.

Amber- Signs of impact to people and structures.

Red- Major problems in reporting district.

Black- Severe signs of damage and life-threatening situations caused by disaster.

LAPD will support the LAFD in areas designated red/ black.

The Los Angeles Department of Water and Power (LADWP) per LADWP Operating Order 29, will begin to survey LADWP facilities if an earthquake event epicenter within 30 miles with a magnitude 5.5 or greater.

The Los Angeles Department of Transportation (LADOT) will support emergency response operations. LADOT determines evacuation routes, road closures, and road re-openings. LADOT will deploy traffic officers to critical intersections and routes, assist with emergency evacuations, windshield surveys, and road closures to support the incident response.

Per department policy, within 15 minutes of an earthquake event, the LASD College Bureau on-duty team at each college will commence windshield surveys of each college per the Sheriff College Bureau critical facilities checklist and provide status reports to the LASD College Bureau commander (or designee). The LASD College Bureau commander shall provide an update of campus infrastructure assessments to Safety and Security Services. Aftershocks may require additional building assessments.

The District EOC will follow NIMS/ICS protocols inclusive of resource management, ongoing management and maintenance of the incident, communications and information management. Response priorities may change depending on severity of earthquake, day of week and/ or time of day.

CONCEPT OF OPERATIONS FOR HANDLING

Awareness: Earthquakes are typically self-announcing regional events.

Initial Action: Within 30 minutes of a confirmed 5.0 magnitude earthquake in the Los Angeles OA or adjacent boundary, a Safety and Security Services Department team member on behalf of the Chancellor's Office begin the following tasks (each college shall ensure a representative with decision making authority is available to participate).

- Contact each campus emergency response team member with virtual EOC meeting link

- Check each campus representative into the virtual emergency meeting

- Request available situation reports from around the district from LASD

- Form Incident Command/ Unified Command

- Identify initial ICS roles and backfill(s) from each college

- Set operational period length and next check-in time

Planning Meeting:

- District EOC and lead representative from each college attend. If required, District EOC will provide private invite link and/ or call bridge line to participants

- Incident objectives related to continuity of essential LACCD functions at district level are developed. (What equipment is required to resume? Who needs to remove procedural barriers and provide approvals? Will this function be handled remotely, or in person?

- Support for each college and its possible needs are identified, including District EOC staffing of Logistics and Finance Sections as appropriate.

- District EOC and Campus ICC meet and align priorities and incident objectives

- Planning cycle for District EOC and Campus ICC is established.

- District EOC shall develop Incident Action Plan (IAP) for each operations period using informational updates and status reports from each college

- Communications will develop internal/ external communications plan and strategy. Integrated with Joint Information Center (JIC) as appropriate.

- LASD security plan for each campus to prevent unauthorized campus/ building access is developed.

Operations (Briefing):

- District EOC and lead representative from each college attend. If required, District EOC will provide private invite link and/ or call bridge line to participants.

- District and college representatives will brief out on ongoing operations, logistical issues, safety, and public and internal messaging, intel (LASD).

Operations:

- Carry out tasking from planning meeting (repeat with each operations period)

Verify windshield survey status reports with damage assessment operations and determine need for structural engineering firms. Conclusion: See Recovery Section

RECOVERY (CONCLUSION)

Under BP/AP 3505, the District EOC will liaise with the OA to participate in any disaster declaration recovery process under applicable provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act. Participation may result in activation of a Finance Section comprised of LACCD personnel capable of accessing financial data and emergency purchase invoices. Selected LACCD personnel shall be temporarily re-assigned to disaster cost recovery work in accordance with any Human Resources policies and CA Government Code 3100 (disaster service worker).

Participation in disaster cost recovery operations will include access to the FEMA disaster recovery portal (www.Grantee.Fema.Gov), project development for recoverable expenses, submission of applicable LACCD policies and procedures related to each damage claim. The District EOC will assign a disaster cost recovery manager to facilitate the development and submission of each disaster cost recovery project.

ROLE OF DISTRICT LINES OF BUSINESS IN RELATION TO DISTRICT EOC OPERATIONS

The resumption of classes and services will rely heavily on a communications strategy. The District Communications Officer or designee will lead the Public Information section as a part of the District EOC. The District PIO will coordinate internal/ external messaging with each campus Public Relations Manager or designee.

District Human Resources will provide instruction through the District EOC to all faculty and staff in accordance with any temporary guidelines and mandates from the federal, state, and local governments, pre-approved District policies and administrative procedures, and collective bargaining agreements, respectively.

Any safety related information will be generated through the District EOC, Safety Officer and distributed to each college, and included in all applicable IAPs.

District Facilities through the District EOC shall ensure coordination of building assessments, and maintain status reports of each building's ongoing suitability for human occupancy.

District IT shall ensure the continuity of Tier 1 (critical) district technology resources in accordance with AP 3724 and other pre-approved district policies and administrative procedures.

MITIGATION / PREVENTION

Building mitigation measures for earthquakes are completed in accordance with District building management policies and any pre-existing contracts.

PREPARATION/ DRILLS

Earthquake preparation instructions for students, faculty and staff is to be made available online through the district and each college website. Annually, the District shall participate in earthquake drills. An evacuation drill may be combined with an earthquake drill.

3-3 FIRE (WILD) ANNEX

A wildfire is the second greatest threat to Los Angeles County. The FEMA National Risk Index ranks Los Angeles County as number one (#1) due to three factors: 1) Expected annual loss; 2) social vulnerability; 3) low community resilience.

Typically, Los Angeles County mountainous areas are high fire risk areas (HFRA). The following LACCD colleges are adjacent to HFRAs per Southern California Edison maps:

- Los Angeles Pierce College
- Los Angeles Mission College
- Los Angeles Valley College

CONCEPT OF OPERATIONS FOR HANDLING: COLLEGE/ CAMPUS CLOSURE

Awareness: Upon becoming aware of a wildfire, campus administration should check media outlets and acquire information on the location of the fire.

Initial Action: Each campus administration should evaluate media information, whether the fire is/ will present as a threat to campus infrastructure. Secondary consideration is whether campus operations (classes, workshops, events, etc.) will continue in person, transition to virtual, or be postponed due to potential or real-time air quality issues.

Campus administrations concerned with a wildfire event and its impact to campus operations should initiate the following tasks (each college shall ensure a representative with decision making authority is available to participate).

- Activate the campus ICC, which could be virtual;

- Contact each campus emergency response team member with virtual EOC meeting link, if the ICC is virtual;

- Check each campus representative into the virtual emergency meeting;

- Request available situation reports related to current event;

- Form Incident Command/ Unified Command structure;

- Identify initial ICS roles and backfill(s) from each college (NOTE: Operations, Logistics, and Planning Sections may be most appropriate);

- Set operational period length and next check-in time;

- Activate the EOC at Level 3 (Enhanced) as determined by District Safety and Security Services, and evaluate coordination of LASD CCB resources as needed, and begin liaison with County Office of Emergency Management.

Planning Meeting Considerations:

- The college ICC should make arrangements to meet virtually (e.g. generate a private invite link and/ or call bridge line to participants if running virtual ICC)

- The college ICC team should evaluate the actual (or potential) implications of the wildfire and develop incident objectives related to continuity of essential college functions (e.g. in person classes, events, student services)

- Possible needs for support for each college should be identified, including District EOC staffing of Logistics and Finance Sections as appropriate.

- District EOC and Campus ICC meet and align priorities and incident objectives. District EOC provides relevant information from County OEM that may assist affected college.

- Planning cycle for District EOC and Campus ICC should be established.

- Pending campus activation of ICC, District EOC shall develop Incident Action Plan (IAP) for each operations period using informational updates and status reports from each college, and County OEM.

- The college Public Relations Manager should develop internal/ external communications plan in coordination with the District Public Information Officer. Integrate with Joint Information Center (JIC) as appropriate.

- LASD security plan for each campus to prevent unauthorized campus/ building access and facilitate any evacuation operations.

Operations (Briefing):

- District EOC and lead representative from each college attend. If required, District EOC will provide private invite link and/ or call bridge line to participants

- District and college representatives will brief out on ongoing operations, logistical issues, safety, public and internal messaging, and intel (LASD).

Operations:

- College administrators, directors, and deans should be notified of the decision to close the campus.

- These individuals should call their direct reports and relay the information.

- Campus Maintenance and Operations (M&O) and Campus Security will post available barricades/ signage at campus entrances to prevent unauthorized access.

- Campus marquee(s), and other digital signage should be programmed to reflect campus closure.

- All campus roads, with exception of emergency access route(s), will be used for campus egress.

- The campus community will be notified of the closure via LACCD Alerts.

- The College Public Relations Manager in coordination with the District Public Information Officer will prepare a statement to be given to the college community (possible media).

- After all parking lots are emptied and all buildings have been cleared by campus security (with exception of authorized personnel), the campus President or designee will declare the campus closed until further notice.

- The campus ICC will log the completion of each action, including campus closure emergency declaration.

Conclusion: See Recovery Section

RECOVERY

Re-opening of campus and resumption of in-person classes and student services is part of the recovery process. The District EOC and campus ICC will evaluate the current circumstances and develop objectives to re-open the affected campus (es).

The District Safety Officer in coordination with campus ICC will arrange for any air quality testing in campus buildings as required for building use. College M&O will ensure air handler systems are circulating clean air throughout each building.

MITIGATION / PREVENTION

Each campus should develop procedures to close outside air dampers to prevent contaminated air from entering each campus buildings air handler system.

Windows and perimeter doors should be closed by building occupants.

PREPARATION/ DRILLS

Campus closure will rely heavily on internal and external communications. College administrations should become proficient in use of emergency alerting tools (e.g. LACCD Alerts), and ensure local campus emergency plans are current and mutually understood by each college administrator.

Los Angeles Pierce College will develop a separate local plan to address sheltering operations, roles, responsibilities, and partners to temporarily accommodate displaced people and large animals during a wildfire event. Contained in the local annex for Los Angeles Pierce College.

3-4 POLITICAL EVENTS AND PROTESTS ANNEX

Student activism is part of higher education and typically designed to garner national attention on critical issues of human rights and social justice. Each on-campus event is unique. It is possible the event will trigger a balance between facilitating a student's ability to exercise their First Amendment right to Free Speech and maintaining a safe learning environment for students from participants seeking to create alternative outcomes that could result in unlawful assembly.

CONCEPT OF OPERATIONS

Student groups desiring to stage a protest may submit a Free Speech Area (FSA) Voluntary Acknowledgement Form (Administrative Regulation B-38). The form is a request to the Student Services department to use the FSA. If possible, the dean or Vice President of the Student Services should meet with the student/ organizer(s) prior to the scheduled protest event. The following information should be obtained as practicable.

- Event start/ stop time (and date)
- Anticipated number of participants
- Types of equipment expected (flags, banners, temporary shelters, sound producing devices, sound amplification devices (e.g. bullhorn)
- Demands sought (e.g. national attention, written statement from (insert name) condoning…, etc.)
- Whether organizer has co-organizers
- Whether co-organizers are students of the college

- Whether any non-student outside participants are expected

PREPARATION

The college's leadership team should meet in advance of the event and include their LASD Team Leader. Information obtained should be discussed to assess potential for event to grow in size. The college president (or designee) should determine whether the ICC should be activated.

In advance of the event, the LASD College Bureau command staff and District Safety and Security Services Office should be notified. Safety and Security will coordinate with LASD College Bureau command staff whether extra resources are required. It is possible resources can be allocated to research and monitor online and social media outlets for information related to the event that could pose a threat or security concern to the campus community.

The LASD College Team Leader will draft an Event Action Plan (EAP) and route it through their chain of command. An approved EAP will be furnished the day of the event and staged in the college ICC and ICP as appropriate.

The college leadership team should create a separate EAP (ICS-201 at minimum) as a situational summary report for the ICC and ICP. This document will inform non-college support personnel and participants in the ICC of the contact numbers for key personnel, event background, and all activity leading up to the event.

3-5 ACTIVE SHOOTER/ ARMED ASSAILANT ANNEX

An active shooter is a person who is actively engaged in killing or attempting to kill people. In most cases, active shooters use a firearm(s). Selection of victims is possible or could be at random. Each situation is dynamic and presents its own set of characteristics. However, demand for law enforcement resources to stop the shooting and mitigate harm to innocent victims remains consistent.

Reporting guidelines for Students, Faculty, Staff:

How you respond to an active shooter incident is dependent on the circumstances of the situation. There could be multiple shooters in the same situation. If you find yourself in an active shooter situation use the following procedure to notify law enforcement of the situation so mass notification (LACCD Alert) can be sent out.

If a person engages in any violent behavior, is threatening students, faculty, staff or campus visitors, brandishing a weapon or exhibiting aggressive behavior should be reported to campus security immediately. Subsequent call to 911 are also advisable.

Reporting procedure:

If you can safely notify the 911 dispatcher or campus security about an active shooter incident while it is happening, _when possible_ provide the following information initially:

1. Location of the incident;
2. Number of shooters, if possible;
3. Physical description of the shooter(s);
4. Number and type of weapons held by the shooter;
5. How many people are with you if you are in a secure area;

Depending on the circumstances, assess the need for personal safety actions such as hiding in a nearby room/ building, or running away from the situation.

CONCEPT OF OPERATIONS

Emergency events occur across five (5) separate stages (Awareness, Initial Action, Planning, Operations, Conclusion/ Recovery). The following outlines the general action of district response based off of the "Planning P" cycle of ICS.

Awareness: Upon becoming aware of an active shooter event, if safe to do so, contact campus security report the event, and dial 911. Personal safety actions are top priority. The Los Angeles Community College District follows the federal standard of, "_Run, Hide, Fight"._ Additional information on personal safety actions is contained in the campus emergency response procedures.

Initial Action: Campus law enforcement will respond and interdict the threat per own agency active shooter response policies and procedures. As soon as practicable an LACCD Alert should be released to inform the campus community and the District of the event. By design, release of an LACCD Alert does not need to be generated by an administrator or campus security.

Planning: After law enforcement has determined the campus to be clear of any additional shooters, the campus will activate its ICC. The District and college shall follow section 2-1 of this plan in addition to localized EOC/ ICC activation procedures and checklists.

The campus ICC Director should activate appropriate college resources as required; establish objectives to address: reunification; embedding of public relations manager into Joint Information Center; coordination of both internal and external messaging; student crisis counseling and employee assistance programs; procure contract services to clean and sterilize contaminated areas; campus closure; cancellation of classes; and coordination with the District EOC for additional support.

The campus ICC Director in consultation with Public Information Officer should establish an ICC communication schedule to provide informational updates to the campus community over a variety of communication mediums.

The Public Information Officer should ensure messaging does not affect security, is factually accurate, within District policy, and proprietary/ exclusive to LACCD (SAPP).

Operations: Work performed by campus personnel in support of planning objectives.

RECOVERY

Recovery is a continuous process that occurs over short- and long-term incremental phases. Since each event presents varying circumstances, each college location's students, faculty and staff will progress through the recovery phase at a different rate, and each will require varying degrees of assistance. This section is divided into both short-term and long-term recovery considerations.

SHORT-TERM RECOVERY- IMMEDIATE NEEDS

REUNIFICATION AREAS

Each campus ICC should ensure a list of reunification areas is current and published as part of its local campus emergency plan.

The safety of victims and others immediately affected by the incident are of paramount and immediate importance. To manage this process, initial steps for the campus ICC are to ensure others are out of the immediate incident area.

Each college should have evacuation and assembly areas already designated for fire drills and other emergencies. A designated assembly area aids the reunification process by gathering evacuees in one location. To mitigate any confusion that may arise during the evacuation, ensure students, faculty, and staff know the locations of each assembly area, and how to evacuate as quickly and safely as possible to the assembly areas.

Assembly areas may have to be created ad hoc or additional assembly areas may be used, if necessary.

Because of the open environment of each campus, full accountability of students, faculty, and staff will present challenges. The campus ICC should work with the lead law enforcement agency on site to implement a system of accountability.

It is recommended for the campus ICC to generate an LACCD Alert notification requesting accountability of the campus community as a whole. In addition, an LACCD Alert notification can be used to notify the campus community of next steps, such as reunification.

As soon as the campus ICC is activated, a runner should be sent to the Incident Command Post for introductions and advise the ICP that the Campus ICC is activated and where it is located.

COORDINATE MEDICAL ASSISTANCE

The immediate goal is to help evacuees recover sufficiently to enable them to contact family/friends, cooperate with authorities, and leave the assembly area. This will include information about survivors relocated to hospitals or other assembly areas. The campus ICC could obtain this information from the ICP. Information of this type may not be immediately available and details may be limited. Concerned parents, and family of students will inevitably contact various college offices for information and status of their loved ones. A standalone emergency telephone line or alternate line can be designated as a "just in time" emergency telephone line.

ENSURE CARE FOR THE INJURED

Individuals injured during the incident or evacuation are provided immediate care from responding fire and emergency medical service (EMS) personnel in the assembly area, or where circumstances dictate after the shooter event. During a mass casualty event, responding law enforcement will establish a, "hot zone". This area is relative to where the shooter is reported to be. Generally, the fire department and EMS will not enter the hot zone until it has been officially cleared of all threats. The "warm zone" is the area immediately adjacent to the hot zone. Law enforcement may relocate injured to the warm zone for fire/ EMS triage. The "cold zone" is far enough away from the event where there is no present danger. The cold zone can be

used as a staging area for resources and transportation of injured to local medical facilities.

Each college ICC should support efforts to transport victims unable to be treated at the scene to medical facilities. In addition, campus medical resources should be made available to assist in emergency treatment post-event.

SET UP CRISIS COMMUNICATIONS MEDIA RESPONSE

Communicating reliable and updated information about the incident, casualties, and the location and status of evacuees is of paramount importance. College Public Relations Managers with guidance from the District Communications Office will ensure that such crisis communication plans are in place, including a designated crisis communications spokesperson.

The communications spokesperson should be trained in how to interact with the media, and understand the different types of media including print, radio, television, social, etc. The campus Public Relations Manager or designated spokesperson shall follow district/ college public relations policies, procedures and directives.

The crisis communication plan should include coordination with law enforcement, scripted responses to likely questions, and the designated spokesperson should be thoroughly trained to present the responses. Use the college website and social media accounts to provide incident updates. Also work with local media to disseminate that same updated information. If possible, the college may consider activation of a dedicated toll-free number to provide recorded updates.

When engaging the media, the spokesperson should consider adopting the following communications strategy:

- Tell the public what they need to know.
- Convey prioritized information in small soundbites.
- Stick to key talking points relevant to the incident, avoid commenting on peripheral (and political) issues.
- Avoid personal opinions.
- Convey the same messaging, in a variety of messaging techniques.
- Ensure coordination with the joint information center (JIC) for updated and accurate information.

The college Public Relations Manager should ensure informational updates are arranged on a set communications cycle, which the JIC may have previously established. Information provided should include updated news related to current or planned actions of the college administration. For example, the college ICC's decision of whether employees not present at the campus will need to report for work and where, campus closures, instructions for students, mental health assistance, and other relevant measures to facilitate recovery.

Regardless of existing crisis communication channels, ensure that evacuees' families are informed as soon as possible about their whereabouts and health status.

PROVIDE IMMEDIATE CRISIS SUPPORT

Depending on the length and severity of the incident, it may be possible to provide additional services for evacuees in the assembly areas. Some of what is described below transitions into the final stage of short-term recovery.

SET UP A FAMILY ASSISTANCE CENTER

Each campus may opt to allocate spaced to set up a Family Assistance Center (FAC) to provide information and assistance to families and friends about fatalities and survivors. Representatives of response agencies should be extended an invitation to participate. A FAC may be developed in coordination with local response agencies and local government agencies.

- Updates about survivors relocated to hospitals or other areas should be included in a FAC.
- Help arrange for reunification of survivors with family or friends.
- Provide basic services to families and friends, such as:
  - o Temporary housing and meals
  - o Needs assessment (e.g., compensation)
  - o Advocacy and coordination (e.g., legal rights and services)
  - o College ICCs may also coordinate use of a reserved environment for families of deceased victims to grieve in privacy that also serves to shield them from the media

ASSIST THE FAMILY REUNIFICATION PROCESS

The final stage of short-term recovery is the reunification of incident evacuees and survivors with their families and friends. The immediate reunification process should be well-ordered. However, if during the initial evacuation, the evacuees become scattered, this reunification process may take on a larger management responsibility. College Public Relations Managers should coordinate with the college ICC on appropriate messaging and use of media outlets, including LACCD Alerts and social media to update concerned family and friends regarding locations of arranged reunification points.

- Pre-established locations to direct family members and friends who might rush to the campus upon hearing of the incident should be included in each college emergency plan which would include any satellite campuses controlled by the college.
- Ensure that family members are informed of any changes to the location of assembly areas.

- Prepare for delays in reunification with those injured during the incident which may take more time since those injured may have already been transported to medical facilities.
- Collaborate between the college ICC and the ICP to develop access points and a course of action to facilitate the retrieval of personal belongings as some personal belongings may have been left behind.
- Coordinate with law enforcement in setting up a central point for collecting personal belongings as some personal possessions may be collected and treated as evidence for a criminal proceeding, and may be held for a longer period of time.
  NOTE: Recovery of personal possessions may not occure until crime scene investigations are complete, and the affected area(s) have been released from law enforcement.

LONG-TERM RECOVERY – RESTORATION

The long-term recovery process begins once the assembly areas are cleared by law enforcement for cleaning and the affected individuals have returned to their families and friends. The goals of long-term recovery are to help employees return to normality in their daily interactions and professional life, and to take whatever steps are necessary to return the facility and/or business to normal operations.

FIRST STEPS

The progress of long-term recovery depends on the facility or institution, as well as the unique circumstances of each incident. An active shooter incident with several victims and few others affected may require a relatively short period of recovery. An attack with dozens of victims, hundreds of others affected, and extensive property damage may require a longer period of time to recover. Be aware that for an individual, the process may be physical, psychological, or financial. Steps to get the process under way are listed below. Direct employees to the Employee Assistance Program (EAP).

- An EAP is a benefit program that assists employees in resolving personal and work-related problems. After an incident, this may include support with emotional difficulties, financial and legal concerns, and other post-attack issues. The college ICC should work through District Human Resources to line up access to available EAP programs.
- The college ICC in coordination with Department of Mental Health and Behavioral Intervention Team (BIT) representative, should line up grief counselors for the college community.
- District Human Resources should ensure employees are provided appropriate leave time for recuperation from injuries or disabilities caused by the incident in accordance with leave procedures provided through collective bargaining and other District policies, procedures, and guidelines. Facilitate Application for Workers' Compensation or other types of financial assistance.

- If necessary, provide life insurance processing assistance to employees or their families.
- The District EOC will liaise with the County Operational Area to locate information about victim assistance programs from the college community, which can aid in recovery.

REOPENING THE COLLEGE FACILITY AND RESUMING OPERATIONS

Unless there is severe physical damage to college facilities, the college administration in coordination with District leadership may opt to reopen or close indefinitely after the post-incident investigation is complete.

- Since students and employees recover at varying rates, some folks may be unable to return to campus, which could have an effect on services and enrollment.
- District Human Resources should be prepared to collaborate with college administration to address varying employee accommodations, and modifications to work schedules.
- College administration will need to evaluate whether temporary staff need to be hired, college operations can be completed remotely, assess an increased demand for remote work from alternate locations.

POST-INCIDENT SCAMS AND FRAUD

The Los Angeles Community College District does not recommend charities of any kind to employees. However, the aftermath of some active shooter incidents has seen the formation of fraudulent charities and other scams that may re-victimize those affected and the general public who wish to contribute to a legitimate charity. In addition to seeking money, some of these solicitations may be "phishing" for personal information. The Office of Information Technology should work with District leadership to provide guidance for employees to ensure they are made aware that such scams could occur.

- Fraudulent requests for donations may come from in-person solicitations, telephone, email, or social media.
- The U.S. Internal Revenue Service maintains a list of charities that are exempt from taxation. Any charitable organization that does not appear on this list may be fraudulent.

CIVIL AND CRIMINAL JUDICIAL PROCESSES

- Some active shooter incidents may result in criminal or civil trials. The Office of the General Council (OGC) will monitor potential liability issues.

MITIGATION / PREVENTION

Prevention is key. According to the Secret Service (2021), an analysis of 67 averted school attack plots demonstrated there are typically intervention points available before a student's behavior escalates to violence. Secret Service studies, *Protecting America's Schools* and *Averting targeted school violence,* included students who:

- Had histories of school discipline and contact with law enforcement
- Experienced bullying or had mental health issues, frequently involving depression and suicidality
- Intended or committed suicide as part of the school attack
- Used drugs or alcohol
- Had been impacted by adverse childhood experiences (ACEs), including substance abuse in the home, violence or abuse, parental mental health issues.

Each college should have a Behavioral Intervention Team (BIT). The BIT is a multidisciplinary team who triage reported concerning behavior of students. The composition of a college BIT team is the responsibility of the Vice President of Student Services. Categories of participants comprising a college BIT team may include the following:

- Vice President, Student Services
- Dean, Student Services
- Counselor/ Coordinator
- Veterans and International Students Counselor/ Coordinator
- Disabled Student Programs and Services (DSPS)
- Campus Security/ Sheriff Team Leader

The LASD College Bureau provides a contracted and specialized Mental Health Evaluation (MET) Deputy. The MET Deputy is a districtwide resource and can provide case follow-up and referral of services as required.

Additional information on BIT is located in section 5-1 of this plan.

PREPARATION/ DRILLS

Each college administration will participate in a tabletop exercise to assess capabilities and identify areas of improvement. This process is initiated by contacting Safety and Security Services. Each member of the college community (students, faculty, staff) should take on demand active shooter awareness training (Active Shooter: What YOU Can Do), which is based on FEMA IS-907 and located at the FEMA.Gov website.

3-6 LOCKDOWN/ SHELTER IN PLACE ANNEX

This annex focuses on the courses of action to secure buildings, facilities and grounds during incidents that pose an immediate threat to personal safety in, approaching, or around the campus.

GOALS

The primary goal of a lockdown is to quickly ensure all students, faculty, staff and visitors are notified of a pending threat to their safety. People on campus may opt to relocate to secured spaces away from immediate danger, or self- evacuate the campus.

OBJECTIVES

- Alert the campus community a condition exists warranting a lockdown;
- Secure exterior doors to campus buildings and facilities when it may or not be safe to do so;
- Take appropriate personal actions to lockdown/ deny entry to classrooms, office, etc.

COURSES OF ACTION

Upon notice of a condition on campus requiring lockdown/ denial of entry (e.g. Social media posting), the college sheriff as practicable, shall meet and confer with the designated college authority or designee.

- The college sheriff shall activate any lockdown buttons;
- A lockdown announcement shall be issued with instructions to the campus community;
- The Sheriff shall investigate the reason for lockdown or liaise with the lead agency having jurisdiction;
- College sheriff will set up an incident command post;
- Informational update and/ or all clear alert message released.
- College PIO shall field any media inquiries, coordinate response with the District communications director, college president or designee and responding law enforcement prior to engaging media with any official statements.

PREPARATION

Faculty, and staff occupying a space with a lockdown button shall test weekly for intended functionality.

At least once each semester, a lockdown drill shall be conducted to assess effectiveness of emergency notification systems, lockdown systems, and ability for

on-campus students, faculty, staff, and visitors to quickly secure themselves in a room.

3-7 SHELTER ON CAMPUS (PEOPLE) ANNEX

The California Emergency Plan indicates community college campuses may be used for shelter operations. The college may be requested by the OA to host a shelter location. Typically shelter operations/ staffing are carried out by the American Red Cross. The operation of emergency shelters helps communities provide safe and secure place for individuals and families to stay before, during, and/ or after a disaster. Use of college employees to support shelter operations may be permissible under the Disaster Service Worker code.

CHECKLIST(S) FOR HANDLING

In-depth position based checklists for mass sheltering are available as [FEMA P-785](#).

- Shelter Management: Provide oversight, administrative support and supervision for all functions in the shelter. Ensure resident's needs are being met.
- Registration: Ensure all shelter residents are greeted and registered upon arrival. Maintain a system for checking residents in and out when they leave for any period of time. Manage the system of record keeping for shelter registrations.
- Feeding: Supervise food preparation and service in the shelter. Ensure supplies needed for food service are available. Keep accurate record of food and supplies received and expended.
- Dormitory Management: Set up sleeping areas. Ensure residents have assigned areas for sleeping. If applicable, coordinate placement of cots and blankets in area. Monitor the dormitory area to maintain a safe and quiet area to sleep/ rest.
- Staffing: Recruit, place and support staff assigned to the shelter. Provide opportunities for shelter residents to serve as volunteers in the shelter. Maintain records of all workers who assist with shelter operations (name, address, phone number, hours worked).
- Logistics: Provide support for the use of the facility. Ensure the safety, security, and sanitation of the shelter. Procure store and distribute supplies and equipment at the shelter.
- Health Services and Mental Health Service: Provide equal access to quality health services and ensure public health standards are met.

RECOVERY

Before closing a shelter, several important items should be considered. With your supporting agency or the local Emergency Operations Center (EOC), determine the following:

- How to meet the needs of the remaining shelter residents

- If there is a plan for combining multiple shelters to minimize the number of open shelters
- If other housing options are available for shelter residents
- The facility's ongoing availability (e.g., is the facility needed for previously scheduled events?)
- Requirements under the facility shelter agreement or lease for returning the facility to normal use.
- The availability of resources needed to keep the shelter open, including staff, equipment and supplies.

MITIGATION / PREVENTION

To ensure a safe and healthy shelter environment, conduct an inspection of the facility prior to opening and consider the following liability, safety and security issues:

Is the facility in a safe location near the affected area?

Is the facility clean and orderly? Are kitchen and bathrooms functional and sanitary?

Is there sufficient light in public areas?

Are the building systems in working order (electrical, water, sewage, heat, ventilation and air conditioning)?

Are the fire extinguishers and smoke detectors in working order?

Are indoor and outdoor walkways open and free of hazards?

Are the emergency exits clearly identified and unobstructed?

Is the facility accessible to children and adults who may use mobility devices such as wheelchairs or canes? Does access to and within the facility require climbing stairs?

Are first aid kits readily available and fully stocked? Where?

Is there an emergency evacuation plan and identified meeting place?

Will occupants be notified that an emergency evacuation is necessary by a public address system or alarm?

Are there any hazardous materials or equipment onsite? If so, are they secured?

Are there any pre-existing safety/fire hazards such as missing electrical covers, inappropriate use of extension cords, or improperly stored flammable materials?

PREPARATION AND SCOPE OF SERVICES

Determine scope of services needed such as::

• Culturally appropriate meals and allocation of space if available

• Health and mental health services are provided if so, when and for what duration;

• Assistance for: − Infants − Children − Elderly − Children and adults with access or functional needs − Individuals with limited English proficiency

Applicable agreements with volunteer organizations supporting sheltering operations (e.g. American Red Cross) at the college should be on file prior to any emergency.

3-8 SHELTER ON CAMPUS (ANIMALS) ANNEX

Per Pierce College Local Emergency Plan.

CONCEPT OF OPERATIONS FOR HANDLING

Per Pierce College Local Emergency Plan.

RECOVERY

Per Pierce College Local Emergency Plan.

MITIGATION / PREVENTION

Per Pierce College Local Emergency Plan.

PREPARATION

Per Pierce College Local Emergency Plan.

3-9 BOMB THREAT ANNEX

Historically, bomb threats have impacted institutions of higher education, medical facilities, and election polling locations. Bomb threats may be made at any time, including peak periods on campus such as mid-terms, finals, and commencement ceremonies. Bomb threats can be made across a variety of mediums, including mail, notes, email, fax, telephone, text message, etc. College administrations shall ensure employees on campus are informed about where and to whom to report a bomb threat.

Operational impacts from bomb threats may halt campus activities and trigger psychological impacts such as fear, uncertainty, and panic among the campus community. Every bomb threat requires professional judgement and assessment. Each occurrence should be evaluated on its own circumstances, and outcome communicated broadly to the campus community.

CONCEPT OF OPERATIONS FOR HANDLING

Awareness: All campus personnel should have a bomb threat checklist readily available. The Office of Bombing Prevention maintains a checklist for such occurrences. The checklist may be downloaded at: 2.5 Bomb Threat Procedure Checklist 2020 Digital 8-4-20 (cisa.gov). Campus personnel shall be familiar with the contents and information gathering questions of the bomb threat checklist in advance. Additional information on mass bomb threats can be found here: Mass Bomb Threats_v6 (cisa.gov).

Initial Action: The recipient of a bomb threat shall gather as much information as possible, and notify the college sheriff's office immediately after the event.

Planning: Each campus shall develop an internal notification chain as part of its local emergency response plan. The college sheriff's office in coordination with the designated campus authority will evaluate the circumstances and determine whether additional action is required. The sheriff may request specialized support from the Arson and Explosives Detail. The facts, context, and totality of circumstances should be evaluated to determine the campus' response (college administration may consider discounting the threat but continue to monitor; implement a full or partial lockdown; search; and/or full or partial evacuation of campus).

Operations: Campus shall exercise the appropriate emergency notification system to notify the campus community of the decided upon response and expected actions of the campus community (if any). The Public Relations Manager or designee shall evaluate whether the event has triggered media interest and develop a media relations strategy as appropriate.

RECOVERY (CONCLUSION)

Returning to full college operation is the primary goal. If the bomb threat warranted law enforcement action, the campus community must be informed of an, "all clear" to ensure it is safe to return to campus. Depending on the severity of the bomb threat and actions taken, college administration may need to consider making mental health resources available to the college community.

MITIGATION / PREVENTION

Each college must have a documented notification chain as part of its local emergency plan (e.g. contact list). Upon receiving a report of bomb threat, the notification chain serves as a resource for the college sheriff to coordinate initial assessment with college leadership and timely response under the direction of the designated campus authority.

PREPARATION

At least annually, each campus should ensure its employees and students are familiar with end-user bomb threat emergency procedures. College administrators shall review internal notification chain protocols.

3-10 CAMPUS EVACUATIONS ANNEX

This annex focuses on the courses of action to be executed to evacuate buildings, facilities, and grounds.

GOALS

The goal of a campus evacuation is to ensure students, faculty, staff and visitors are safely moved and accounted for from unsafe areas on campus.

OBJECTIVES

- Safely move students, faculty, and staff to designated assembly areas (open campus grounds, stadiums, etc.);
- Account for students, faculty, and staff located in various locations around campus at different points in the day;
- Ensure visitors have an opportunity to be notified in the event of an evacuation;
- Evacuate individuals with disabilities, service animals, other assistive devices (e.g. wheel chairs), including language and medical needs.

COURSES OF ACTION

Upon notice of a condition on campus requiring evacuation, the college sheriff as practicable shall meet and confer with the designated college authority (or designee).

- The college sheriff shall set up an incident command post;
- An evacuation announcement shall be issued with instructions to the campus community;
- To the extent possible, faculty, students, and staff should account for one another in a safe area, and provide an update to the ICP.

PREPARATION

Annually the DCAor designeein coordination with the campus sheriff shall review the locations of designated campus evacuation areas.

At least once each semester, an evacuation drill should be conducted to assess effectiveness of emergency notification systems, assembly area locations, and ability to account for on-campus students, faculty, staff, and visitors. Per the Clery Act, each college must conduct at least one test of its emergency response and evacuation procedures a year. The test must be scheduled (i.e. can't use an actual emergency to test the system), functional drills (i.e., testing a single procedural operation), full-scale exercises (i.e., testing involving coordination of efforts), contain follow-through activities (reviews, surveys or interviews to obtain feedback), have

measurable goals and be designed for evaluation as to whether the test met those goals. The test can be either a tabletop simulation or a live test, but either way, it should test emergency response on a campus wide scale.)

ACCESS AND FUNCTIONAL NEEDS TIPS

Each campus shall evaluate the accommodation needs of students, faculty and staff to the extent legally possible. Personnel working in offices, and faculty working in classrooms should work with mobility impaired personnel or anyone who has concerns with exiting buildings to develop appropriate measures for safe evacuation.

- Ensuring college sheriff have knowledge of mobility impaired individuals, and
- Discuss with concerned, co-workers, and peers a plan to assist mobility impaired employees.

3-11 FLOODING ON CAMPUS

Each college will develop internal notification and response procedures for handling flooded infrastructure. College administrations should evaluate flooded infrastructure against objectives in section 2-1 (Colleges Lines of Operations for Operational Continuity) and assess whether an area of the college should be closed and affected lines of operation moved to a temporary college location, offered virtually, or hybrid.

3-12 EXTREME WEATHER EVENTS

Extreme weather events with potential to affect the Los Angeles region could have cascading impacts beyond college infrastructure. Colleges with hills/ mountain terrain could experience certain vulnerabilities due to local geography. Personnel call outs, lower in-person student attendance could be factors as well. This section describes how the District will coordinate will all colleges.

CHECKLIST(S) FOR HANDLING

Safety and Security Services will facilitate a coordination call with all nine college presidents, chancellor or designee, and District stakeholders

Coordination calls will be scheduled virtually via email. In the event a coordination call is required in a time sensitive manner, LACCD Alerts will be used to contact the individual stakeholders with details.

Each coordination call will follow an agenda similar to the following:

Roll call

Information from County (as available)

LASD College Bureau update

College roundtable, current/ planned actions

Next check-in period

RECOVERY

Following each coordination meeting, when warranted, District Safety and Security Services will coordinate messaging with the District Public Information Office prior to release of a District-wide LACCD Alert. Such alerts will be released via text-based mediums (text, email). District Public Information Office may work with District IT staff to provide any emergency banner messaging on the district web page.

MITIGATION / PREVENTION

Such weather conditions could cause power issues. Each college shall ensure backup power sources are regularly tested. Sensitive materials including those found in labs and research areas could require a consistent supply of electricity.Land Use Planning- natural buffer zones such as green spaces can absorb excess water and mitigate flooding. Pre-deployment of sand bags may also reduce flooding into buildings.

Tree and Vegetation Management- regularly maintained trees could reduce potential hazards during heavy rainfall or winds.

PREPARATION

A risk assessment from FEMA's National Risk Index (NRI) tool was consulted for this section. The former coupled with prior event success of coordinating with each college has resulted in, "best practices" authored as part of this section.

Regular testing and training of the LACCD Alerts emergency communication system is another means to provide releasable and timely updates.

Safety and Security Services will work with Los Angeles County Office of Emergency Management to monitor the extreme weather event, and developments. Applicable information will be shared with each college during the coordination call.

3-13 SECURITY ANNEX

This annex focuses on the course of action the District is implementing on an ongoing basis to secure each District location of criminal threats originating from both inside and outside the District. This includes efforts in conjunction with the Los Angeles County Sheriff's Community College Bureau command staff.

SHERIFF CONTRACT FOR SERVICES

The District has entered into a contractual agreement with the County of Los Angeles. The scope of services is for the Los Angeles Sheriff's Department to provide general law enforcement and security services within the corporate limits of the District. Law enforcement services encompass the duties and functions of the type coming within the jurisdiction and customarily rendered by the Sheriff of Los Angeles County. Security services encompass other services in the field of public safety, law, or related fields within the legal power of the Sheriff to provide, including but not limited to: maintaining the security of the District buildings and property; attending meeting and other gatherings to maintain order; patrolling campus grounds and parking lots; observing and reporting facility problems; safety hazards, and other matters that need to be given further attention by District personnel; and responding to incidents that require administration of first aid.

ENSURING ONGOING SECURITY OF EACH CAMPUS

Risk assessments have been completed for each campus. Each assessment provided identification of physical vulnerabilities, and recommendations to mitigate exploitation of each vulnerability. District Safety and Security Services may engage the Joint Regional Intelligence Center (JRIC) critical infrastructure division for assistance with follow up risk assessments and solutions through Crime Prevention Through Environmental Design (CPTED).

ASSISTANCE TO STUDENTS, FACULTY AND STAFF DURING TRAVEL

College Bureau Sheriff staff will render aid to students and others on campus who need assistance because they have vehicle problems (e.g. dead battery, lost keys) or who ask to be escorted to their vehicle at night or as needed in other appropriate circumstances.

SECURITY AT LARGE EVENTS ON A CAMPUS

The LASD College Bureau Operations Sergeant receives requests from each college for pre-planned special events throughout the academic year. Typical on campus events include but not limited to, dignitary visits, concerts, dances, speakers, conferences, swap meets, and film shoots. Each event is scored and categorized as high, medium, and low risk. Event staffing, and item type (Sergeant, Deputy,

Security Officer) is based on maximum attendance and is subject to criteria listed in a risk assessment matrix.

PROHIBITED ITEMS AND MATERIALS

The open campus environment of each college campus presents opportunities for anyone to bring prohibited item (s) on campus. Upon report from a student, employee, or other member of the campus community, the college sheriff will investigate the issue and determine an appropriate enforcement option that protects members of the college community.

CYBERSECURITY

Cybersecurity and threats to the District's computer technology systems are monitored by the District Office of Information Technology.

RESEARCH LABS ON CAMPUS

Research labs on each campus are secured using an electronic access control system. Each lab may only be accessed using a special key card.

ACCOUNTING FOR STUDENTS, FACULTY, AND STAFF

Each campus is open, students, faculty and staff come and go throughout the day. There is no immediate method to know who is on campus at any given time, however there are options to gain awareness of how many people may be in classes on a given date and time.

- The Academic Affairs scheduler or curriculum specialist can provide information regarding class schedules.
- Peoplesoft can be used to look up scheduling information based on term, day and time.
- The class search function in Peoplesoft can be used to help narrow down a list of classes.
- Institutional Effectiveness can run queries on course sections being taught and other data related to enrollment.

3-14 RECOVERY ANNEX

Once the immediate danger to life and property has passed, recovery efforts begin. Two major elements that must be addressed are student and employee concerns and cost recovery. Employees will need prompt and accurate answers to their questions about their department's operational status, safety of the premises and access to facilities.

This Annex describes how LACCD will recover from an emergency event. The four (4) most fundamental kinds of recovery are: "academic recovery"; "physical recovery"; "fiscal recovery"; "psychological and emotional recovery".

ACADEMIC RECOVERY

Districtwide events will be coordinated through the District EOC. Using all available information and reports from the District EOC, the Policy Group will make all policy decisions to define timelines for how the District will recover academically.

For localized emergencies, the college ICC of the affected campus under authority of the campus president or designee shall provide a timeline for when the campus will be re-opened for in person classes.

In the event the college or parts of campus remains unavailable for an extended period of time, each college should consider development of alternate educational programming until the impacted facility/ facilities become usable. The college ICC shall exercise all available communication mediums to notify the college community should an area of the campus be unsafe and unusable.

PHYSICAL RECOVERY

Each college ICC will document its physical accessible facilitiesand satellite locations if applicable, in case of damage.

Each college ICC will work with appropriate volunteer service agencies, and local and county entities to arrange sheltering operations on campus as needed.

Each campus will address "research and science" facilities that contain sensitive information, materials including hazardous, materials or animals.

Each college will work with utility and insurance companies before an emergency.

FISCAL RECOVERY

Each college ICC will appoint a Finance and Administration Section Chief (FSC). The FSC will consult with the college president, personnel/ HR, and necessary business entities to identify revenue streams

For major emergencies or disasters, all departments and areas of the college participating in the emergency response will maintain detailed records of costs for emergency operations, including the following:

- Personnel costs, especially overtime costs;

- Equipment operational costs;

- Costs for leased or rented equipment;

- Costs for contract services to support emergency operations; and

- Costs of specialized supplies expended for emergency operations.

Disaster Cost Recovery Instructions

California Office of Emergency Services (OES) ....(916) 845-8510

FEMA Disaster Assistance... ....(800) 621-FEMA

LACCD GENERAL LIABILITY CARRIERS DO NOT PROVIDE ASSISTANCE WITH EMERGENCY EVENTS. FM GLOBAL, THE DISTRICT'S PROPERTY CARRIER WILL PROVIDE ASSISTANCE VIA RECOVERY VENDORS IN THE EVENT OF A LOSS TO THE DISTRICT. PSYCHOLOGICAL AND EMOTIONAL RECOVERY

Each college has a Behavioral Intervention Team (BIT). BITs are primarily responsible for assisting students of concern and may be a resource for employees if necessary. The Vice President of Student Services and Dean of Discipline convene the BIT leadership at each college. Additionally, the Department of Mental Health has crisis management teams that can be deployed to the affected campus. DMH resources are accessed through the Sheriff's Mental Evalutation Team (MET) Deputy.

COUNSELING AND PSYCHOLOGICAL FIRST AID

Each college ICC shall identify area(s) on campus to provide counseling and psychological first aid to affected campus community members. The ICC PIO, will craft a supportive statement for the campus community.

The extent of BIT involvement will vary depending on the circumstances. The psychological impact of active shooter or other violent incidents is different for each affected individual. Grief counseling is used for a spectrum of emotional crises to include for those who were victims of the incident, and those who knew some of the victims.

- Mental health services will vary by individual needs. The college ICC will organize mental health resources in coordination with responding law enforcement. Deployment of such resources will be decided by the college ICC under current circumstances as need.
- If possible, ensure that counselors are immediately available after the incident to evaluate and treat affected individuals. The intent is to get people affected to a baseline emotional well-being as quickly as possible.

WHO WILL PROVIDE TRAINED COUNSELORS

The Department of Mental Health will provide trained personnel and may be accessed through the Sheriff's HEAT Deputy.

HELP COORDINATE VIGILS AND MEMORIAL SERVICES

Vigils and memorial services are an important part of navigating the healing process following the trauma of an active shooter incident. In the aftermath of an incident, they provide an opportunity for individuals to take comfort and receive support from others affected by the incident. They also provide the community with an opportunity to participate in the healing process and offer support to those in need.

- Vigils may be held on an ad hoc basis the evening of the incident. Memorials generally are more formerly organized and take place several days later.
- If needed, designate a space in or near the campus where people may leave tokens of remembrance, such as sympathy cards, balloons, or stuffed animals.
- Establish a plan for what to do with the tokens of remembrance, such as donating to a local charity or transferring them to the families of the victims.

ANNIVERSARIES AND MEMORIALS

As the effect of the incident recedes over time, its anniversary and any permanent memorial, if installed, may become focal points for memories, reunions, and renewed media attention.

- College Public Relations Managers should consider a statement to acknowledge the event and victims. Anticipate the impact of anniversaries and memorials
- Anniversaries and memorial services of remembrance are held to help victims, and their families and friends continue to transition through their traumatic experience to recovery. Such events may be requested to be held on campus.
- College administrators may consider facilitating reunions.
- College administrators should have mental health counselors available during any memorial services of remembrance.

3-15 RAPID ASSESSMENT ANNEX

This annex focuses on the courses of action LACCD will implement when notified of or becomes aware of an occurring or impending emergency situation.

An event providing advanced notice (e.g. weather, permitted events) will be monitored using resources to include the District Communications Office, news outlets, internet reports, LASD Sheriff resources, and County and City resources as appropriate.

Information gathering for no notice events (e.g. earthquake, wildfire, power outage), will occur through available resources including news outlets, internet reports, County, and City reports. Rapid assessments of infrastructure will be conducted by the College Bureau Sheriff's Department in accordance with agency policy. Reporting of findings will be obtained via the Sheriff's command staff. If event occurs during normal campus operating hours, campus Maintenance & Operations may conduct rapid assessments of college facilities and report up through the EOC either through TEAMS, ad hoc Zoom meeting with District leadership, campus leadership from around the District. Should specialized structural assessment resources be required, the request will go through District Facilities.

Determination of which annex(es) will be used will typically occur at the campus level for campus specific emergencies, and at the District level in coordination with LASD College Bureau command staff for events impacting the entire LACCD jurisdiction.

See Earthquake Annex for more information on college infrastructure assessments.

3-16 DEPARTMENTAL PHONE TREE ANNEX

Developing and using a departmental phone tree is an effective way to ensure rapid communication within a department or organization, especially during emergencies or critical situations. Here's a step-by-step guide to setting one up:

1. Define the Purpose and Scope

- **Purpose:** Determine the primary use of the phone tree, such as for emergency notifications, important updates, or routine information dissemination.

- **Scope:** Decide which departments or teams will be included in the phone tree and if it will be used only within the department or across multiple departments.

2. Identify Key Contacts

- **Leaders and Managers:** Include department heads, managers, or team leads who will be responsible for initiating and coordinating the communication.

- **Team Members:** Identify all team members who need to be included in the phone tree.

3. Create the Hierarchical Structure

- **Top Tier:** At the top of the phone tree, have a central contact person or leader who will initiate communication.

- **Middle Tier:** Divide the team into smaller groups, with each group having a secondary contact person who will be responsible for relaying messages to their respective group members.

- **Lower Tier:** Include all remaining team members who will receive messages from the middle tier contacts.

4. Collect and Organize Contact Information

- Gather accurate contact details for each person in the phone tree, including phone numbers, email addresses, and any alternative contacts.

- Ensure that this information is up-to-date and stored in a secure, accessible location.

5. Develop the Phone Tree List

- **Format:** Create a clear, easy-to-follow list or diagram that outlines the phone tree hierarchy. This can be in a document, spreadsheet, or specialized software.

- **Information:** Include each contact's name, position, phone number, and any relevant instructions for initiating the call chain.

6. Distribute the Phone Tree

- Share the phone tree with all members of the department. Ensure everyone understands their role and knows who to contact.

- Provide training or guidelines on how to use the phone tree effectively.

7. Test the Phone Tree

- Conduct regular drills to ensure that the phone tree functions smoothly and that all members know their responsibilities.

- Evaluate the effectiveness of the drills and make necessary adjustments to improve communication.

8. Update and Maintain

- Regularly review and update the phone tree to reflect any changes in personnel or contact information.

- Ensure that new hires are included in the phone tree and that departures are promptly removed.

9. Use in an Emergency

- **Initiate Communication:** The designated leader or central contact starts the communication process by calling their assigned contacts.

- **Relay Information:** Each contact then calls their assigned group members, ensuring that the message is passed along efficiently.

- **Confirm Receipt:** Confirm that all members have received the message and understand their next steps.

10. Review and Improve

- After an emergency or drill, review the phone tree's performance and gather feedback.

- Make improvements based on lessons learned and any issues encountered during the test or real situation.

By setting up and maintaining a departmental phone tree, you can enhance communication efficiency and ensure that important messages are disseminated quickly and accurately.

3-17 MEDIA STAGING AREA ANNEX

Designating a media staging area for an emergency involves several key considerations to ensure efficient, organized, and safe handling of media relations. Here's what should be considered:

1. Location

- **Accessibility:** Choose a location that is easily accessible for media personnel but separate from the emergency's impact zone to avoid interference with emergency operations.

- **Visibility:** Ensure the area is clearly marked and easy to find, ideally with signage directing media representatives to the location.

2. Safety

- **Safety Measures:** Ensure the media staging area is in a safe location, away from hazardous conditions or areas affected by the emergency.

- **Security:** Provide security personnel to manage access and ensure that only authorized individuals are allowed into the staging area.

3. Infrastructure

- **Space:** Provide adequate space for media representatives, including room for reporters, photographers, and camera crews to work effectively.

- **Power Supply:** Ensure there are sufficient power sources and electrical outlets for equipment such as cameras, laptops, and phones.

- **Internet Access:** Arrange for reliable high-speed internet access to enable live reporting and communication.

4. Communication Facilities

- **Information Desk:** Set up an information desk or point of contact where media personnel can get briefings, updates, and assistance.

- **Press Releases and Briefings:** Designate an area for issuing press releases and holding briefings. Provide materials such as press kits and fact sheets.

5. Equipment and Comfort

- **Workstations:** Provide tables and chairs for reporters and crew to work comfortably.

- **Refreshments:** Consider offering basic refreshments, such as water and snacks, to keep media personnel hydrated and energized.

- **Restrooms:** Ensure access to restrooms is available and well-marked.

6. Coordination and Control

- **Liaison Staff:** Assign experienced public information officers or media liaisons to manage interactions with the media, provide updates, and handle inquiries.

- **Information Flow:** Develop a system for distributing information efficiently and ensuring that media reports are accurate and timely.

7. Legal and Privacy Concerns

- **Permits and Permissions:** Ensure all necessary permits are in place for media access to the staging area.

- **Privacy:** Be mindful of privacy issues, especially if the emergency involves sensitive or personal information. Provide clear guidelines to media personnel about what can and cannot be reported.

8. Coordination with Emergency Services

- **Integration:** Coordinate with emergency services to ensure the media staging area supports their operations and does not interfere with emergency response activities.

- **Briefings:** Organize regular briefings with emergency responders to keep the media informed and ensure that the information provided is accurate and consistent.

9. Contingency Planning

- **Backup Plans:** Develop contingency plans in case of changes in the emergency situation or if the media staging area becomes unusable.

- **Communication:** Establish alternative methods for communicating with media if the primary staging area becomes compromised.

10. Post-Emergency Review

- **Debriefing:** After the emergency, conduct a debriefing with media personnel to gather feedback on the effectiveness of the staging area and address any issues.

- **Improvements:** Use feedback to improve future media staging procedures and ensure a more effective setup in future emergencies.

By carefully considering these factors, you can ensure that the media staging area functions smoothly, supports effective communication, and maintains safety and order during an emergency.

4-1 SHERIFF'S DISASTER COMMUNICATIONS

The Los Angeles Sheriff's Department has multiple different communication methods that can be deployed in the event of an emergency. The primary method of communication described below is the radio system utilized by field personnel on campus.

CAMPUS RADIO SYSTEM

All LACCD campuses have radios that are used primarily by personnel assigned to the Facilities Department. These radios do not have the same capabilities as the LASD radios and are used primarily for short distance communications within the perimeter of the campus they are transmitting from. All Sheriff Stations located on the nine (9) main college campuses are equipped with at least one facilities radio.

While not preferred as the main vehicle for communications; these radios can be used to coordinate responses to situations. The main way this is accomplished is primarily facilities personnel contact the Sheriff's station to report an incident. LASD personnel typically then transition to the LASD radio to dispatch and handle the call for service. This method is not ideal for routine calls for service due to the unreliability and range issues experienced by the facilities radio. The preferred method of notification to LASD is by telephone to the main line of the Sheriff's Station.

SHERIFF'S RADIO SYSTEM

 All Field LASD Personnel are equipped with s Motorola APX 8000 handheld radio. This radio is used exclusively by LASD Personnel for routine and emergent communication. This communication tool is essential for rapidly evolving situation and is the primary tool used by LASD. The basic operating protocol for this radio is to communicate with the station located on campus and with the Sheriff's Communication Center (SCC). The SCC is the main communication hub for LASD and can relay assistance requests to other Sheriff stations, outside agencies (e.g., LAPD), specialized LASD units (e.g. K9 and Aero Bureau), LA County and City Fire, and any other resources needed in emergent situations. Through contracting with LASD, LACCD has access to all these resources subject to the needs of the situation.

4-2 TRAINING & SUPPORT UNIT RESPONSE & EQUIPMENT

The Training and Support Unit (TSU) is the designated emergency response team for Community College Bureau. The response team includes a Security Officer and Team Leader Deputy who are on call to respond to any campus in need of additional resources.

The primary function of TSU when called out for additional support is to establish a Command Post and coordinate resources to the to the affected campus. The TSU Team Leader is equipped with an F-350 Utility truck that contains multiple resources needed to establish and maintain a Command Post.

5-1 BEHAVIORAL INTERVETION TEAMS (BIT)

The BIT is an essential resource toward prevention of mass casualty attacks on any LACCD college campus.

Each college has a BIT. The BIT is a multi-disciplinary team made up of student services staff, campus health personnel, and specialized trained personnel of the Los Angeles Sheriff's Department. Each member of the BIT is an access point for students in need of behavioral intervention. Members of BIT prioritize the safety and welfare of the student and campus community, and seek out options to help students in crisis find the mental health help needed.

The BIT primarily serves as a resource for students. Its counterpart for faculty, and staff of the LACCD is the workplace violence prevention plan (AP 3510).

BIT team members evaluate whether a student is a danger to self or others and whether immediate assistance or specialized college resources are required.

Evaluation is based on the following pre-incident indicators:

Academic

- Sudden decline in quality of work
- Repeated absences
- Unusual Content in writing or presentation
- Academic Counselor is doing more personal rather than academic counseling during office hours

Physical

- Marked changes in physical appearance including deterioration in grooming, hygiene
- Excessive fatigue/ sleep disturbance
- Intoxication, hang over, or smelling of alcohol or marijuana
- Disoriented or "out of it"

Safety Risk Indicators

- Unprovoked anger or hostility
- Implying or making direct threats to harm self or others
- Academic assignment dominated by themes of extreme hopelessness, rage, worthlessness, isolation, and despair
- Communicating threats via print, electronic mail, text, or phone
- An organized plan to harm self or others

Psychological

- Self- disclosure or personal distress- family problems, financial difficulties, contemplating suicide, grief

- Excessive tearfulness, panic, reactions, irritability or unusual apathy
- Verbal abuse (e.g. taunting, intimidation)
- Expressions of concern about the student by peers

Location-Specific Information

6-0 DISTRICT EDUCATION SERVICES CENTER (ESC) AND CORPORATE CENTER

EOC LOCATIONS

Primary- 1055 Corporate Center Drive, Monterey Park, CA

Secondary- District Office (ESC), Los Angeles, CA

Tertiary- Van de Kamp, Glendale, CA

Virtual- https://laccd.zoom.us/j/9816853054

DISTRICT DESIGNATED LINES OF SUCCCESSION

Chancellor

Deputy Chancellor

Vice Chancellor Human Resources

Vice Chancellor of Facilities/ Chief Facilities Officer

INCIDENT COMMAND POST SITE(S)

The location of the Sheriff incident command post will be dynamic and dependent upon where the emergency is.

DISTRICT MEDIA STAGING AREA

The District Communications Director will take the following proactive steps prior to an incident warranting on-scene media interest:

- Work with local media prior to incident to ensure media understands needs during incident
- Introduce designated LACCD representative(s) who have authority to speak on behalf of the District or college
- Designate a predetermined site for the media to obtain situation updates, get live coverage and interviews
- Arrange for joint press conference with emergency response personnel to disseminate information to all other media outlets. Work with other agency media representatives in Joint Information Center
- Refer to the Media Staging Annex for additional information

DOOR LOCK SYSTEM(S) ESC

Upper floor access to the ESC requires an ESC specific RFID key card. All other personnel must check in with the security desk.

DOOR LOCK SYSTEMS CORPORATE CENTER/ EOC

Corporate Center is a secured building. Access to EOC will be coordinate via Safety and Security Services or the Sheriff's Community College Bureau.

CAMERA SYSTEM(S) & LOCATIONS

Security Cameras at the ESC are monitored by private security.

Security Camera access at Corporate Center EOC are monitored by East Los Angeles College Sheriff Station.

UTILITY SHUT-OFF'S

Utility shut offs at the ESC are maintained by the ABM (contracted) Building Engineer.

Utility shut-offs at Corporate Center are maintained by the ELAC Facilities Department.

LOCAL AGENCY INFO/ MUTUAL AID

LAPD Central Bureau 213-486-6606

LAFD Fire Station 9 213-485-6209

Department of Water and Power 800-342-5397

So Cal Gas 800-427-2200

Nearest Hospital: PIH Health Good Samaritan Hospital 213-977-2121

EXISTING MEMORANDUMS OF UNDERSTANDING/ AGREEMENTS (MOU/A)

List out relevant agreements and purpose

7-1 EMERGENCY OPERATIONS CENTER POSITION CHECKLISTS ANNEX

POLICY GROUP

BASIC RESPONSIBILITIES

☐ OBTAIN AN ASSESSMENT OF THE SITUATION FROM EMERGENCY

RESPONSE TEAM INCIDENT COMMANDER.

☐ DECIDE WHETHER OR NOT TO ACTIVATE THE EMERGENCY

OPERATIONS CENTER

o INITIATE NOTIFICATION TO ACTIVATE POSITIONS IN THE

EMERGENCY OPERATIONS CENTER

☐ KEEP THE DISTRICT BOARD ADVISED OF THE SITUATION AND

PROGRESS.

☐ CHOOSE A FACILITATOR TO MODERATE THE PROCEEDINGS.

☐ IF THE SUPERINTENDANT/PRESIDENT IS NOT PRESENT OR

UNAVAILABLE, APPOINT ANOTHER POLICY GROUP MEMBER TO LEAD

AND ALSO SERVE AS THE EOC DIRECTOR.

☐ REVIEW MULTIPLE SOURCES FOR INFORMATION, INCLUDING THE

PUBLIC INFORMATION OFFICER, EOC REPORTS, AND THE MEDIA.

☐ MEET WITH OTHER POLICY GROUP MEMBERS TO REVIEW AVAILABLE

INFORMATION ABOUT THE SITUATION.

☐ EVALUATE THE INSTITUTIONAL EFFECTS OF THE EMERGENCY ON

THE CAMPUS AND DISTRICT.

☐ WORK WITH EOC DIRECTOR TO FLAG "HIGH-LEVEL POLICY" ISSUES.

☐ PROVIDE CONTINUING OVERSIGHT FOR THE EOC "ACTION PLAN,"

DEVELOPED EVERY 2-4 HRS.

☐ AMEND EMERGENCY GOALS AND RESPONSE PRIORITIES IF

APPROPRIATE.

☐ IF NECESSARY, AUTHORIZE A TEMPORARY SUSPENSION OF

CLASSES, CAMPUS EVACUATION OR CLOSURE.

☐ REVIEW THE CONTENT OF INTERNAL AND EXTERNAL PUBLIC

INFORMATION BULLETINS AND ANNOUNCEMENTS.

☐ WORK WITH PUBLIC INFORMATION OFFICER TO SELECT

APPROPRIATE DISTRICT SPOKESPERSONS FOR MEDIA REPORTS.

☐ PROVIDE OVERSIGHT FOR FAMILY NOTIFICATIONS OF CASUALTIES.

☐ FRAME EMERGENCY-SPECIFIC POLICIES AS NEEDED (EMERGENCY

PERSONNEL POLICIES, SPECIAL FINANCIAL ASSISTANCE FOR

EMPLOYEES OR STUDENTS, TEMPORARY SUPPORT SERVICES SUCH

AS CHILDCARE, ETC.).

☐ DETERMINE DISTRICT PRIORITIES FOR THE RECOVERY OF MISSION

CRITICAL TEACHING AND RESEARCH PROGRAMS.

☐ GUIDE THE RESUMPTION OR RELOCATION OF DISTRICT ACTIVITIES.

☐ INTERFACE WITH EXTERNAL AGENCIES AND THE COMMUNITY.

☐ ADDRESS LEGAL ISSUES ASSOCIATED WITH THE EMERGENCY.

☐ ASSIST WITH IDENTIFYING AND LOCATING SUBJECT MATTER

EXPERTS (SME) AS NEEDED BY THE EOC DIRECTOR.

EOC Manual – Position Checklists – page 4

☐ VOTE TO APPROVE LOCAL DISASTER DECLARATION NO LATER THAN

7 DAYS AFTER SUPERINTENDENT/PRESIDENT ISSUES THE

DECLARATION.

☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND

ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND

THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

☐ ASSIGN A DUE DATE FOR THE SUBMISSION OF THE AFTER-ACTION

REPORT (to be completed by the Planning & Intelligence Section Chief)

OVERVIEW OF ROLE:
The EOC Director is responsible for ensuring that the emergency is managed according to District policies and procedures and for overseeing the District EOC

in management, coordination, and support of operations.

EOC DIRECTOR

BASIC RESPONSIBILITIES

☐ IN REPONSE TO A DIRECTIVE FROM THE POLICY GROUP, ACTIVATE

THE EMERGENCY OPERATIONS CENTER

☐ ENSURE THAT EOC STAFF ARE NOTIFIED BY COLLEGE POLICE

SERVICES

☐ OBTAIN AN ASSESSMENT OF THE SITUATION FROM EOC STAFF AND

OTHER SOURCES (the Planning & Intelligence Section Chief should

coordinate the "situational analysis")

☐ PARTICIPATE IN DEVELOPMENT OF AN "ACTION PLAN" (the Planning &

Intelligence Section Chief should coordinate the process). THE ACTION

PLAN SHOULD OUTLINE:

o OBJECTIVES

o STRATEGIES

o ASSIGNMENTS

o LOGISTICAL NEEDS

☐ ENSURE THAT THE OPERATIONS SECTION CHIEF IMPLEMENTS THE

ACTION PLAN

☐ ENSURE THAT THE PLANNING & INTELLIGENCE SECTION CONTINUES

TO MONITOR AND ANALYZE THE SITUATION AND UPDATES THE

ACTION PLAN AS NEEDED

☐ ENSURE THAT THE LOGISTICS SECTION CHIEF IS EFFECTIVELY

MANAGING RESOURCES

☐ ENSURE THAT THE PLANNING AND INTELLIGENCE SECTION CHIEF

DEVELOPS A DEMOBILIZATION AND RECOVERY PLAN

☐ ENSURE THAT THE EOC FUNCTIONS EFFICIENTLY AND THAT ALL

PERSONNEL ARE CARRYING OUT THEIR ASSIGNMENTS PROPERLY

☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND

ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND

THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

☐ ASSIGN A DUE DATE FOR THE SUBMISSION OF THE AFTER-ACTION

REPORT (to be completed by the Planning & Intelligence Section Chief)

EOC DEPUTY DIRECTOR

OVERVIEW OF ROLE:

The EOC Deputy Director is responsible for ensuring that the Emergency Operations

Center is staffed and equipped to respond effectively to major emergencies and

disasters. The EOC Deputy Director is typically the person who has the overall best

knowledge of the functioning of the EOC. This position also serves as the

primary point of contact for all incoming agency representatives assigned to the

EOC.

BASIC RESPONSIBILITIES

☐ ASSIST THE EOC DIRECTOR IN DEVELOPING OVERALL STRATEGIC

OBJECTIVES AS WELL AS SECTION OBJECTIVES FOR THE ACTION

PLAN.

☐ ADVISE THE EOC DIRECTOR ON PROPER PROCEDURES FOR

ENACTING EMERGENCY PROCLAMATIONS, EMERGENCY

ORDINANCES AND RESOLUTIONS, AND OTHER LEGAL

REQUIREMENTS.

☐ ASSIST THE PLANNING & INTELLIGENCE SECTION IN THE

DEVELOPMENT, CONTINUOUS UPDATING, AND EXECUTION OF THE

EOC ACTION PLAN.

☐ PROVIDE OVERALL PROCEDURAL GUIDANCE TO EOC STAFF AS

REQUIRED.

☐ PROVIDE GENERAL ADVICE AND GUIDANCE TO THE EOC DIRECTOR

AS REQUIRED.

☐ ENSURE THAT ALL NOTIFICATIONS ARE MADE TO THE OPERATIONAL

AREA EOC.

☐ ENSURE THAT ALL COMMUNICATIONS WITH APPROPRIATE

EMERGENCY RESPONSE AGENCIES IS ESTABLISHED AND

MAINTAINED.

☐ ASSIST THE EOC DIRECTOR IN PREPARING FOR AND CONDUCTING

BRIEFINGS WITH MANAGEMENT STAFF, THE AGENCY OR

JURISDICTION POLICY GROUPS, THE MEDIA, AND THE GENERAL

PUBLIC.

☐ COORDINATE ALL EOC VISITS.

☐ PROVIDE ASSISTANCE WITH SHIFT CHANGE ACTIVITY AS REQUIRED.

SAFETY OFFICER

OVERVIEW OF ROLE:

The Safety Officer ensures that all activities are conducted in as safe a manner

as possible under the existing circumstances.

BASIC RESPONSIBILITIES

☐ CHECK IN WITH THE EOC DOCUMENTATION UNIT

☐ OBTAIN A BRIEFING FROM THE EOC DIRECTOR

☐ TAKE YOUR ASSIGNED POSITION IN THE EOC

☐ REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES

☐ INITIATE YOUR POSITION LOG

☐ MONITOR DRILLS, EXERCISES, AND EMERGENCY RESPONSE

ACTIVITIES FOR SAFETY.

☐ IDENTIFY AND MITIGATE SAFETY HAZARDS AND SITUATIONS.

☐ STOP OR MODIFY ALL UNSAFE OPERATIONS.

☐ THINK AHEAD AND ANTICIPATE SITUATIONS AND PROBLEMS BEFORE

THEY OCCUR.

☐ ANTICIPATE SITUATION CHANGES, SUCH AS SEVERE AFTERSHOCKS,

IN ALL PLANNING.

☐ KEEP THE EOC DIRECTOR ADVISED OF YOUR STATUS AND ACTIVITY

AND ON ANY PROBLEM AREAS THAT NOW NEED OR WILL REQUIRE

SOLUTIONS.

☐ DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES

DURING THE INCIDENT AND SUBMIT TO THE PLANNING &

INTELLIGENCE SECTION CHIEF

☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND

ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED and that any
equipment needs repair is identified.

STANDING DISTRICT EOC OBJECTIVES

OBJECTIVE #1 (OPERATIONS SECTION)

Develop incident situation status and conduct analysis of the information received to determine its meaning to the EOC and the support it will provide to the response.

- Threat/Hazard/Harm Driver

- What is the problem? …now and forecast of near future
- Critical Assets and Vulnerability Drivers
  - Where is it happening?
  - What critical assets are involved?
    - People
    - Property
    - College lines of business
    - Critical Infrastructure (science labs, hazmat areas, etc.)
  - Characteristics of the impacted area and aggravating or mitigating effects (consult college risk assessment) …
    - Weather…
    - Status of effected population
    - Terrain
    - Environment
- Effects of the threat/hazard/harm
  - How bad is bad? Scope, scale, magnitude and severity
  - What's broken, disrupted, or otherwise impacted and how

OBJECTIVE #2 (OPERATIONS SECTION, PLANS AND INTEL SECTION)

Triage the events and/or incidents occurring within LACCD jurisdiction

Using the event prioritization list as a reference, the EOC Operations Section in collaboration with the P&I Section identifies incidents involving priority issues.

- Priority of Incidents
  - Life Safety
  - Property Threats
  - High Damage Potential
  - Incident Complexity
  - Student Impact
  - Employee Impact
  - Prioritization of College Lines of Business

OBJECTIVE #3 (OPERATIONS SECTION, PLANS AND INTEL SECTION)

Determine the status of response operations within the jurisdiction

Operational status addresses developing a picture of what the response footprint looks like, what operations are underway and what effects the response is having.

The District EOC Operations Section gathers information from the event, participating ICCs, and collaborates with P&I Section to develop the following:

- Operational information is used to generate intelligence relating to people, property, and status of college operations.
- Operational information addresses:
  - Event location and scope
  - EOC and ICC status and objectives
  - Composition, Disposition, Organization of Response
    - Agencies involved, numbers of units and resources on-scene, organizational structure, and status of activated ICC or EOC
  - Impact assessments:
    - Geographic scope (boundaries) of the event
    - Degree of containment or control
    - Status of victims -Injuries and fatalities
    - Status of critical infrastructure and property threatened, damaged, or lost

OBJECTIVE #4: DETERMINE THE STATUS OF RESOURCES AVAILABLE TO SUPPORT RESPONSE OPERATIONS (LOGISTICS SECTION, PLANS AND INTEL SECTION, OPERATIONS SECTION)

The EOC Logistics Section receives resource requests from the Operations Section, then acquires the resources and allocates them to the requester. The objective also includes collaboration between the Logistics Section, Operations Section, and the P&I Section for tracking resource related status information.

- Resource Status provided to P&I for compiling into the COP:

- Operations Section identifies required resources (personnel and equipment)
- Logistics Section identifies resource availability, location and deployment time
- Operations Section identifies resource gaps – What/ who do we still need?
- Logistics Section identifies ordered resources
- Logistics Section identifies enroute resources
- Operations Section identifies staged resources (people and equipment on location and available)
- Operations Section identifies operational resources

Operations Section identifies demobilized resources

OBJECTIVE #5: IDENTIFY AND ADDRESS MANAGEMENT AND POLICY-LEVEL ISSUES (MANAGEMENT SECTION)

The LACCD District EOC Management Section establishes appropriate lines of communication with elected and appointed officials to facilitate the roles of these officials in ensuring continuity of government. The Management Section also establishes lines of communication with the following:

- Establish Coordination Lanes
    - County Elected and/or Appointed Officials
    - State, and Federal Gov.
    - Private Sector and NGO
    - County EOC
    - City EOCs
    - City DOCs

- Stakeholders Analysis
    - Determine what decisions need to be made and facilitate the decision making with information and recommended courses of action
    - Roles and responsibilities –Provide stakeholders an overview of their respective responsibilities
    - Coordination Schedule –Integrate stakeholder coordination into the operational period agenda

- Support and/or Advise on Policy Decisions and Issues
    - District EOC Activation Level

- Government services
- District Emergency Declaration
- Activation of situation specific Plans and Annexes
- Quarantines
- Safety issues
- Mass evacuation
- Budgetary and *legal* matters, including determining the basis for declarations
- Political environment
- Personnel performance (e.g. Labor concerns and contractual problems)
- Interagency agreements and coordination issues

OBJECTIVE #6: CONDUCT PUBLIC INFORMATION AND WARNING OPERATIONS (MANAGEMENT SECTION)

The Management Section guides, develops and coordinates the District's public messaging.

- Information to keep the public informed.
- May include:
    - LACCD Alert system notices, social media posts and other predictive information.
    - Information about degrees of threat to the campus community, areas to avoid, and similar information.
    - Instructions on protective measures such as evacuation, shelter in place and other lifesaving measures.

OBJECTIVE #7: DEFINE THE EOC'S SITUATIONAL AWARENESS AND THE COMMON OPERATING PICTURE (COP) INFORMATION NEEDS (ALL EOC SECTIONS)

All EOC Section Chiefs routinely review available information and identify their respective priority information gaps. The EOC Director identifies from among these his/her own priority information needs. This ensures all EOC Sections know what information the EOC Director has deemed necessary for EOC decision-making. This objective also includes directing the internal information reporting effort and developing an information dissemination concept.

- Directing the EOC situational awareness function
  - Internal Reporting and Updates
    - What makes an event significant?
    - High Priority Information Needs
    - Information dissemination

7-2 GLOSSARY OF EMERGENCY MANAGEMENT TERMS

After-Action Report (AAR): A document intended to capture observations of an exercise and make recommendations for post-exercise improvements. The final AAR and Improvement Plan (IP) are printed and distributed jointly as a single AAR/IP following an exercise. See After-Action Report/Improvement Plan.

After-Action Report/Improvement Plan (AAR/IP): The main product of the Evaluation and Improvement Planning process. The After-Action Report/Improvement Plan (AAR/IP) has two components: an After-Action Report (AAR), which captures observations of an exercise and makes recommendations for post-exercise improvements; and an Improvement Plan (IP), which identifies specific corrective actions, assigns them to responsible parties, and establishes targets for their completion.

All-Hazards: Natural, technological, or human-caused incidents that warrant action to protect life, property, environment, and public health or safety, and to minimize disruptions of school activities.

American Red Cross (ARC): The American Red Cross, a humanitarian organization led by volunteers and guided by its Congressional Charter and the Fundamental Principles of the International Red Cross Movement, will provide relief to victims of disaster and help people prevent, prepare for, and respond to emergencies.

Analyzing Hazards: A process to determine what hazards or threats merit special attention, what actions must be planned for, and what resources are likely to be needed.

Annexes: See Functional Annexes, Hazard-Specific Annexes.

Appendixes: Supporting documents such as a list of acronyms, copies of statutes, and maps that provide additional guidance and references for planning.

ARC: See American Red Cross.

Authorities and References: A component of the basic plan that provides the legal basis for emergency operations and activities. When the school emergency operations plan (EOP) is approved, the procedures and policies within the document become legally binding.

Business Recovery: A component of the Continuity of Operations (COOP) annex that describes the systems in place to continue business and administrative operations after an incident.

Civil Disturbance: A civil unrest activity such as a demonstration, riot, or strike that disrupts a community and requires intervention to maintain public safety.

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: The staff who report directly to the Incident Commander, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants, as needed.

Common Procedures: Standardized, specific actions for school staff and students to take in response to a variety of hazards, threats, or incidents. Examples include evacuation, shelter-in-place, and parent-student reunification.

Common Terminology: Standardized words and phrases used to ensure consistency while allowing diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

Communication: A section of the basic plan that refers to the internal and external strategies and tools to communicate with stakeholders in the event of an emergency or incident.

Community: A political entity that has the authority to adopt and enforce laws and ordinances for the area under its jurisdiction. In most cases, the community is an incorporated town, city, township, village, or unincorporated area of a county; however, each State defines its own political subdivisions and forms of government.

Concept of Operations (CONOPS): A component of the basic plan that clarifies the school's overall approach to an emergency (i.e., what should happen, when, and at whose direction) and identifies specialized response teams and/or unique resources needed to respond to an incident.

CONOPS: See Concept of Operations.

COOP: See Continuity of Operations.

Continuity of Operations (COOP): A functional annex providing procedures to follow in the wake of an incident where the normal operations of the school are severely disrupted.

Coordinate: To advance an analysis and exchange of information systematically among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Crisis Response Team: A team trained to assist in the healing process of students and staff following a traumatic event or incident.

Critical Infrastructure: Assets, systems, and networks, whether physical or virtual, so vital to the United States that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Cyberbullying: An aggressive behavior directed at another person using various communication technologies such as e-mails, instant messaging, texting, or sending images via cell phones, blogs, Web pages, and/or chat rooms. Aggressors often torment, threaten, harass, humiliate, and/or embarrass the victim repeatedly. Cyberbulling is also referred to as online social cruelty and/or electronic bullying.

Disaster: An occurrence of a natural catastrophe, technological accident, or human-caused event that has resulted in severe property damage, deaths, and/or multiple injuries.

Drill: A type of *operations-based* exercise that is a coordinated, supervised activity usually employed to test a single specific operation or function in a single agency. Drills are commonly used to provide training on new equipment, develop or test new policies or procedures, or practice and maintain current skills.

Emergency: Any incident, whether natural, technological, or human-caused, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Management/Response Personnel: Includes Federal, State, territorial, tribal, substate regional, and local governments, nongovernmental organizations (NGOs), private sector organizations; critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. Also known as emergency or first responder.

Emergency Medical Services (EMS): Services, including personnel, facilities, and equipment required to ensure proper medical care for the sick and injured from the time of injury to the time of final disposition (which includes medical disposition within a hospital, temporary medical facility, or special care facility; release from the site; or being declared dead). EMS specifically includes those services immediately required to ensure proper medical care and specialized treatment for patients in a hospital and coordination of related hospital services.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., Federal, State, regional, tribal, city, county), or by some combination thereof.

Emergency Operations Plan (EOP): An ongoing plan for responding to a wide variety of potential hazards. An EOP describes how people and property will be protected; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available; and outlines how all actions will be coordinated.

Emergency Support Functions (ESFs): ESFs provide the structure for coordinating Federal interagency support for a Federal response to an incident. They are mechanisms for grouping functions most frequently used to provide Federal support to States and Federal-to-Federal support, both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents.

Evacuation: The organized, phased, and supervised withdrawal, dispersal, or removal of students, personnel, and visitors from dangerous or potentially dangerous areas.

Exercise: An instrument to train for, assess, practice, and improve performance in *prevention, protection, response,* and *recovery capabilities* in a risk-free environment. Exercises can be used for: testing and validating policies, plans, procedures, training, equipment, and interagency agreements; clarifying and training personnel in roles and responsibilities; improving interagency coordination and communications; identifying gaps in resources; improving individual performance; and identifying opportunities for improvement. Note: Exercises are also an excellent way to demonstrate school resolve to prepare for disastrous events.

Finance/Administration Section: The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.

Finance/Administration Section Chief: A member of the General Staff who monitors costs related to the incident and provides accounting, procurement, time recording, and cost analyses.

First Responder: See Emergency Management/Response Personnel.

Full-Scale Exercise (FSE): A multi-agency, multi-jurisdictional operations-based exercise involving actual deployment of resources in a coordinated response as if a real incident had occurred. A full-scale exercise tests many components of one or more capabilities within emergency response and recovery, and is typically used to

assess plans and procedures under crisis conditions, and assess coordinated response under crisis conditions. Characteristics of an FSE include mobilized units, personnel, and equipment; a stressful, realistic environment; and scripted exercise scenarios.

Functional Annexes: Individual chapters in an emergency operations plan that focus on procedures such as Special Needs or Continuity of Operations. These annexes address all-hazard critical operational functions and describe the actions, roles, and responsibilities of schools and participating organizations. In some plans, functional annexes are referred to as Emergency Support Functions (ESFs).

Functional Exercise (FE): A single- or multi-agency operations-based exercise designed to evaluate capabilities and multiple functions using a simulated response. Characteristics of a functional exercise include simulated deployment of resources and personnel, rapid problem solving, and a highly stressful environment.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

Goal: General statement that indicates the intended solution to an identified problem.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazard Mitigation: Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster or incident.

Hazard-Specific Annexes: Individual chapters in an emergency operations plan that describe strategies for managing missions for a specific hazard. They explain the procedures that are unique to that annex for a hazard type and may be short or long depending on the details needed to explain the actions, roles, and responsibilities. The information in these annexes is not repeated elsewhere in the plan.

Hazardous Material (HAZMAT): Any substance or material that, when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

HIPAA: Health Insurance Portability and Accountability Act

Homeland Security Exercise and Evaluation Program
(HSEEP): A*capabilities-* and performance-based exercise program that provides standardized policy, doctrine, and terminology for the *design,development,* conduct, and *evaluation*of homeland security exercises.

Hot Wash: A facilitated discussion held immediately following an exercise among exercise players from each functional area that is designed to capture feedback about any issues, concerns, or proposed improvements players may have about the exercise. The hot wash is an opportunity for players to voice their opinions on the exercise and their own performance. This facilitated meeting allows players to participate in a self-assessment of the exercise play and provides a general assessment of how the jurisdiction performed in the exercise. At this time, evaluators can also seek clarification on certain actions and what prompted players to take them. Evaluators should take notes during the hot wash and include these observations in their analysis. The hot wash should last no more than 30 minutes.

Human-Caused Hazards: Hazards that rise from deliberate, intentional human actions to threaten or harm the well-being of others. Examples include school violence, terrorist acts, or sabotage.

Incident: An occurrence, natural or human-caused, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): A document outlining the control objectives, operational period objectives, and response strategy defined by incident command during response planning.

Incident Command: The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP): The field location where the primary functions are performed. The Incident Command Post may be co-located with the Incident Base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The Incident Command System is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Management: The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

Incident Management Continuum: A model representing the continuous succession and overlap of incident management functions.

Incident Management Functions: Prevention, preparedness, mitigation, response, and recovery activities that occur in advance of an incident, during an incident, and/or following an incident.

Incident Management Team (IMT): An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining "type," or level, of IMT.

Incident Objectives: Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives

Joint Information Center (JIC): A facility established to coordinate critical emergency information, crisis communications, and public affairs functions. The Joint Information Center is the central point of contact for all news media. The Public Information Officer may activate the JIC to better manage external communication.

Joint Information System (JIS): A structure that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the Joint Information System is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander (IC); advising the IC concerning

public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., Federal, State, tribal, local boundary lines) or functional (e.g., law enforcement, public health, school).

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations assisting at an incident.

LL: Lessons Learned

Local Government: Public entities responsible for the security and welfare of a designated area as established by law. A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: The process and procedure for providing resources and other services to support incident management.

Logistics Section: The Incident Command System Section responsible for providing facilities, services, and material support for the incident.

Logistics Section Chief: A member of the General Staff who provides resources and needed services to support the achievement of the incident objectives.

Mass Care: Actions taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to the people who have been displaced because of a disaster or threatened disaster.

Mitigation: Includes activities to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect. Examples: Structural changes to buildings, elevating utilities, bracing and locking chemical

cabinets, properly mounting lighting fixtures, ceiling systems, cutting vegetation to reduce wildland fires, etc.

Multi-Year Training and Exercise Plan: A multi-year plan providing a mechanism for long-term coordination of training and exercise activities toward a school's *preparedness* goals. This plan describes the program's training and exercise priorities and associated *capabilities*, and aids in employing the *building-block approach* for training and exercise activities.

National Incident Management System (NIMS): A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Infrastructure Protection Plan (NIPP): A coordinated approach used to establish national priorities, goals, and requirements to protect U.S. critical infrastructure and key resources.

National Preparedness Guidelines (NPG): A document outlining the top priorities intended to synchronize pre-disaster planning, prevention, and mitigation activities throughout the Nation, and to guide Federal, State, and local spending on equipment, training, planning, and exercises. The Guidelines provide an overarching vision, tools, and priorities to shape national preparedness.

National Response Framework (NRF): A guide establishing a comprehensive, national, all-hazards approach to domestic incident response. It intends to capture specific authorities and best practices for managing incidents ranging from the serious but purely local, to large-scale terrorist attacks or catastrophic natural disasters.

Natural Hazard: Hazard related to weather patterns and/or physical characteristics of an area. Often natural hazards occur repeatedly in the same geographical locations.

Neighborhood Hazard: Natural, technological, or human-caused hazards occurring in neighborhoods immediately surrounding the school.

Nongovernmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of nongovernmental organizations include faith-based charity organizations and the American Red Cross. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with

disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.

Objective: Specific and identifiable actions carried out during an operation.

Off-Campus Events: Events such as field trips, athletic games, and overnight excursions occurring off the school campus.

Officer: The Incident Command System title for a person responsible for one of the Command Staff positions of Safety, Liaison, and Public Information.

Operational Priorities: The desired end-state for the operations.

Operations-Based Exercises: Operations-based exercises are characterized by actual response, mobilization of apparatus and resources, and commitment of personnel, usually held over an extended period of time. Operations-based exercises can be used to validate plans, policies, agreements, and procedures and include *drills*, *functional exercises,* and *full-scale exercises.* They can clarify roles and responsibilities, identify gaps in resources needed to implement plans and procedures, and improve individual and team performance.

Operations Section: The Incident Command System (ICS) Section responsible for all tactical incident operations and implementation of the Incident Action Plan.

Operations Section Chief: A member of the General Staff who establishes the tactics to meet the incident objectives and directs all operational resources.

Organization and Assignment of Responsibilities: A component of the basic plan that lists tasks staff will perform in the event of incident by position and organization.

Parent-Student Reunification: A common procedure implemented after an incident or emergency. A reunification area away from the incident is established for parents/guardians to reunite with their children. Parent-student reunification may be needed if the school is evacuated or closed as a result of a hazardous materials incident, fire, school violence, or other hazard. Related word: Relocation.

Physical Recovery: A component of the Continuity of Operations (COOP) annex outlining possible relocation areas for classrooms and administrative operations as well as plans to restore transportation and food services; classroom equipment, books, and materials; and school buildings and grounds after an incident.

PIO: See Public Information Officer.

Plan Development: The process of generating and comparing possible solutions for achieving goals and objectives, determining response and recovery capabilities, and identifying resource gaps.

Plan Development and Maintenance: A component of the basic plan that outlines responsibilities for updating and maintaining the school emergency operations plan

(EOP). This section includes a schedule for testing, reviewing, and updating the EOP.

Planning Section: The Incident Command System Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Planning Section Chief: A member of the General Staff who supports the incident action planning process by tracking resources, collecting/analyzing information, and maintaining documentation.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within the National Incident Management System (NIMS), preparedness focuses on the following elements: planning, procedures and protocols, training and exercises, personnel qualification and certification, and equipment certification. Examples: Conducting drills, preparing homework packages to allow continuity of learning if school closures are necessary, etc.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. Examples include: Cyberbullying prevention, pandemic influenza sanitation measures, building access control procedures, security systems and cameras, etc.

Procedure: A series of standard actions or operations that specify what school personnel should do in responding to and recovering from an incident.

Psychological Healing: A functional annex describing how schools will address medical and psychological issues resulting from traumatic incidents.

Public Information: Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

Public Information Officer (PIO): A member of the Command Staff who serves as the conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event.

Record of Changes: A document detailing and tracking each update or change to the plan to enhance accountability and transparency. The document is usually in table format, and contains at a minimum a change number, the date of the change, and the name of the person who made the change.

Record of Distribution: A document used as proof that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the school EOP. The document is usually in table format and indicates the title and name of the person receiving the plan, the agency to which the receiver belongs, the date of delivery, and the number of copies delivered.

Recovery: Encompasses both short-term and long-term efforts for the rebuilding and revitalization of affected communities. Examples: Short-term recovery focuses on crisis counseling and restoration of lifelines such as water and electric supply, and critical facilities. Long-term recovery includes more permanent rebuilding.

Recovery Plan: A plan developed to restore an affected area or community.

Relocation: A common procedure implemented when the school building or environment surrounding is no longer safe. Students and staff are moved to an alternative facility where parents/guardians can reunite with children and/or teaching can continue. Related word: Parent-Student Reunification.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an Emergency Operations Center.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice. Examples: Lockdown, shelter-in-place, evacuation of students, search and rescue operations, fire suppression, etc.

Reverse Evacuation: A common procedure implemented when conditions inside the building are safer than outside the building.

Safety Officer: A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

Section: The Incident Command System organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning,

Logistics, Finance/Administration, and Intelligence/Investigations (if established)). The Section is organizationally situated between the Branch and the Incident Command.

Shelter-in-Place: A common procedure implemented in the event of a chemical or radioactive release. Students and staff take immediate shelter, sealing up windows and doors, and turning off air ducts.

Special Needs Population: A population whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities, who are from diverse cultures, who have limited English proficiency, who are non-English-speaking, or who are transportation disadvantaged.

Specialized Procedures: Standardized actions for specific populations or situations during an incident or emergency. Examples include special needs population, off-campus events, continuity of operations, mass care, and psychological healing.

SRO: School Resource Officer

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Structural: Any component of the building whose primary function is to support the dead load (e.g., building, roof).

Tabletop Exercise (TTX): A *discussion-based* exercise intended to stimulate discussion of various issues regarding a hypothetical situation. Tabletop exercises can be used to assess plans, policies, and procedures or to assess types of systems needed to guide the *prevention* of, *response* to, or *recovery* from a defined incident. TTXs are typically aimed at facilitating understanding of concepts, identifying strengths and shortfalls, and/or achieving a change in attitude. *Participants* are encouraged to discuss issues in depth and develop decisions through slow-paced problem-solving rather than the rapid, spontaneous decision-making that occurs under actual or simulated emergency conditions. TTXs can be breakout (i.e., groups split into functional areas) or plenary (i.e., one large group).

Technological Hazard: These hazards originate from technological or industrial accidents, infrastructure failures, or certain human activities. These hazards cause the loss of life or injury, property damage, social and economic disruption, or environmental degradation, and often come with little to no warning.

Telephone Tree: A list of staff, their phone numbers, and their role in the Incident Command System (if applicable). The first person on the list (usually the principal or Incident Commander) calls his or her pre-assigned staff members to relay what is and is not known and what steps should be taken. These staff members continue passing along the principal's message to their pre-assigned contacts until everyone has been contacted.

Terrorism: As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: Natural, technological, or human-caused occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

Unified Command (UC): In incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement, unified command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

Unity of Command: Principles clarifying the reporting relationships and eliminating the confusion caused by multiple, conflicting directives. Incident managers at all levels must be able to control the actions of all personnel under their supervision.

Warning: The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause. A warning issued by the National Weather Service (e.g., severe storm warning, tornado warning, tropical storm warning) for a defined area indicates that the particular type of severe weather is imminent in that area.

Watch: Indication by the National Weather Service that in a defined area, conditions are favorable for the specified type of severe weather such as flash floods, severe thunderstorms, tornadoes, and tropical storms.

Workshop: A type of *discussion-based* exercise focused on increased *participant* interaction and focusing on achieving or building a product (e.g., plans, policies). A workshop is typically used to test new ideas, processes, or procedures; train groups in coordinated activities; and obtain consensus. Workshops often use breakout sessions to explore parts of an issue with smaller groups.

8-1 REFERENCES

97

Other Important References

Homeland Security Presidential Policy Directive-8 (National Preparedness)

Homeland Security Presidential Directive-5 (Management of Domestic Incidents)

Robert T. Stafford Disaster Relief Act

Homeland Security Act of 2002

34 Code of Federal Regulations Part 668.46 subdivision (g)

National Fire Protection Association 1600

California State Emergency Plan

Executive Order S-2-05

Government Code Sections 3100-3109 and 8607 subdivision (a)

19 California Code of Regulations Sections 2400-2450

Education Code Sections 32280 et seq. and 71095

BP/ AP 3505 Emergency Response Plan

BP 5900 Student Interviews

BP 6520 Security for District Property

AP 7600 Campus Safety and Security

AP 6800 Occupational Safety

AP 3724 (Information Technology- Disaster Recovery)

AP 24314 Delegation of Authority to College President