

ADMINISTRATIVE PROCEDURE 3505 EMERGENCY RESPONSE PLAN

- A. The Chancellor shall direct the preparation and implementation of an Emergency Response Plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition for the District and its Colleges. The Chancellor may delegate the preparation and implementation of this plan to his staff. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.
- B. Compliance with NIMS and SEMS mandates include but are not limited to:
 - 1. Establishing disaster preparedness procedures or a plan; and
 - 2. Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines
 - 3. Training requirements vary based on job titles or assigned roles within the emergency plan
- C. College personnel must be informed that as public employees, they are also disaster service workers during national, state, and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.
- D. The Chancellor should ensure that teams are created at the District and its Colleges to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and state.
- E. The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The District must ensure that its plan is updated regularly. Colleges must comply with NIMS and SEMS to receive federal or state funding.

Approved by the Chancellor: November 28, 2012