

**MPC**

**Monterey Peninsula College**

**Emergency Preparedness Plan**

January 2009

**EMERGENCY PREPAREDNESS PLAN**

**SEMS**

*(Standardized Emergency Management System)*

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**Attachments:**     *Administrators’ Contact Information* *(on hardcopy version only)*

*Emergency Action Guide*

- Bomb Threat
- Building Evacuation
- Civil Disturbance
- Earthquake
- Explosion, Aircraft Crash
- Fire
- Hazardous Materials
- Medical Emergencies
- Power/Gas/Water Failure
- Violent or Threatening Behavior
- Violence -Active Shooter

## ***EMERGENCY PREPAREDNESS PLAN***

### ***A. Purpose***

This document, with its associated information, plans and instructions, constitutes the Emergency Preparedness Plan (EPP) for Monterey Peninsula College, Monterey, California. This plan is designed to:

- protect lives
- limit casualties
- limit damage
- restore the campus to normal as soon as possible.

The plan is intended to establish a Standardized Emergency Management System (SEMS), identify, access and coordinate the College's Emergency Management operation with mutual aid and emergency services from the cities and county and to establish building evacuations procedures and a Campus Evacuation Plan.

### ***B. Administrative Responsibility***

The EPP, with all necessary Pre-planning materials, shall be part of the administrative responsibility of the Vice President for Administrative Services of Monterey Peninsula College. The EPP shall be reviewed annually by the Governing Board. Suggestions, recommendations, and/or requests for procedural changes shall be submitted in writing to the Health and Safety committee. The Health and Safety committee will make recommendations and submit them to the Vice President for Administrative Services.

### ***C. Legal References***

- *California Administrative Code, Section 560, Title V*
- *California Code of Regulations, Title I, Section 3220 and 3221*
- *California Code of Regulations, Title 19, Division 2, Articles 1-8, Standardized Emergency Management System (SEMS) Regulations*
- *California Education Code, Part 40, Section 66210 and 66211*
- *California Government Code 3100-3109*

### ***D. Standardized Emergency Management System***

- California Code of Regulations, title 19, Division 2, requires the establishment, of the Standardized Emergency Management System (SEMS), for our District.
- SEMS is intended to standardize response to emergencies with a predetermined organizational system that is acceptable to all departments involved. Agencies in California are required to use the Incident Command System (ICS) as their common, predetermined system.

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- ICS is based on simplicity, flexibility and sound management practices as applied to a disaster environment. ICS operates under the principle that authority will not be compromised, but rather united. The entire disaster operation is under the authority of the Incident Commander.
- The Incident Command System answers the basic questions of those involved in disaster response:
  - Who is in charge?
  - What is my role?
  - What are my specific tasks?
  - Where do I fit in the overall organization?
  - Who do I report to?

### ***E. Incident Command System - Organization***

- **Command** is the directing, ordering, and/or controlling of resources by virtue of explicit legal authority, or delegated authority.
- **Operations** are responsible for carrying out the actual operational response to the disaster. The Operations section includes all departments involved in first-hand response to the crisis situation.
- **Logistics** is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.
- **Planning** is responsible for the collection, evaluation, documentation, and use of information about the development of the incident and the status of the resources.
- **Finance** is responsible for all financial cost analysis aspects of the incident, and of any administrative aspects not handled by another function.
- The **Incident Command Center (ICC)** will be located in the Administration Building or at any other location deemed appropriate by the **Incident Commander (IC)**.
- The ICC will be activated when there is a declared emergency on the main campus. A declaration of emergency will be made with the authorization of the Incident Commander.
- The date, time, and person declaring the emergency will be noted in the Emergency Log Book.

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### ***F. Incident Command Center - Personnel***

Administrators and staff positions shall report to the Incident Command Center (ICC) or remain at the scene and report to the IC as soon as possible. It is the responsibility of the ICC personnel and at-the-scene staff to determine which personnel, process, or equipment can most effectively deal with each element of the emergency as it develops.

All key ICC staff positions must remain filled through the duration of the emergency situation.

All administrators shall be thoroughly familiar with relevant California Ed. Code and State law concerning emergency situations. All administrators shall be familiar with the Emergency Preparedness Plan for appropriate actions during an actual emergency and during practice drills, participate in and promote cooperation in practice drills at least once per year.

The first priority is always safety of persons, followed by protection of property.

Assistance from non-employee volunteers may be vital in providing emergency services to a large campus population. Student workers employed in various departments can be an immediate source of assistance. Names of all spontaneous volunteers should be recorded.

#### **1. Incident Commander**

The highest ranking employee on campus (position and time at MPC) shall assume the responsibility of the Incident Commander.

#### **2. Operations**

- Chairpersons and Division Chairs
- Directors
- Managers
- At-the-scene-staff

#### **3. Logistics**

- Director of Facilities
- Supervisor, Maintenance
- Supervisor, Grounds
- Supervisory, Custodians

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### **4. Planning**

- Director of Security
- Deans
- Evening Campus Supervisory

### **5. Finance**

- Controller
- Associate Dean, Human Resources

## **G. *STAFF RESPONSIBILITIES***

### **Command**

- After being notified of an emergency, make contact with appropriate Emergency Services authorities and make official declaration of emergency situation; make decision of evacuation, closure of campus to all except emergency workers.
- Designate an Incident Command Center (ICC) location for best management.
- Take charge of ICC, receiving periodic emergency situation, reports, providing continuing assessment, liaison, coordination and direction of all emergency activities.
- Coordinate requests for assistance with other political jurisdictions.
- Where an administrator is not available, attempts should be made to contact one.
- When abatement in the emergency situation permits a return to normal routine, the Commander shall:
  - Inform all staff and public on site of return to normal status.
  - Release outside assistance, including volunteers.
  - Establish reduced or no restrictions in damaged areas.
  - Ensure Post-Emergency debriefings as soon as possible.

### **Operations**

Each Division/Department Chairperson and Administrative Director/Manager is designated an ICS Area Coordinator for their normal area of campus.

- Assume leadership in their area in the event of an emergency.
- Make assessment/determination of problem in your area.
- Do not use elevators after earthquake or major fire.
- Assist persons with physical disabilities.
- Check for fire, gas leaks, electrical problems, chemical problems, broken glass.
- Determine if your building or area should be evacuated; if in doubt call for assistance (4099) or send a messenger to ICC.

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- Gather all department/division personnel at a designated assembly area.
- Record casualties, documenting name, type of injury, care/first aid treatment given, disposition (home, triage center, hospital).
- Do not leave campus until directed to do so.
- At-the-scene-staff: California Government Code requires all public employees to be disaster services workers subject to such disaster services activities as may be assigned to them by their superiors or by law

### **Logistics**

Facilities Director and Supervisors shall ensure maintenance on:

- Campus utility distribution and cutoff location maps.
- Emergency response equipment.
- Provide trained staff for traffic control, volunteers for search and rescue teams, First Aid/CPR.
- Coordinate maintenance of roadways, safety appraisals of buildings.
- Maintain control of all campus keys.
- Survey all buildings for damage and suitability for continued safe occupancy.

### ***H. COMMUNICATIONS***

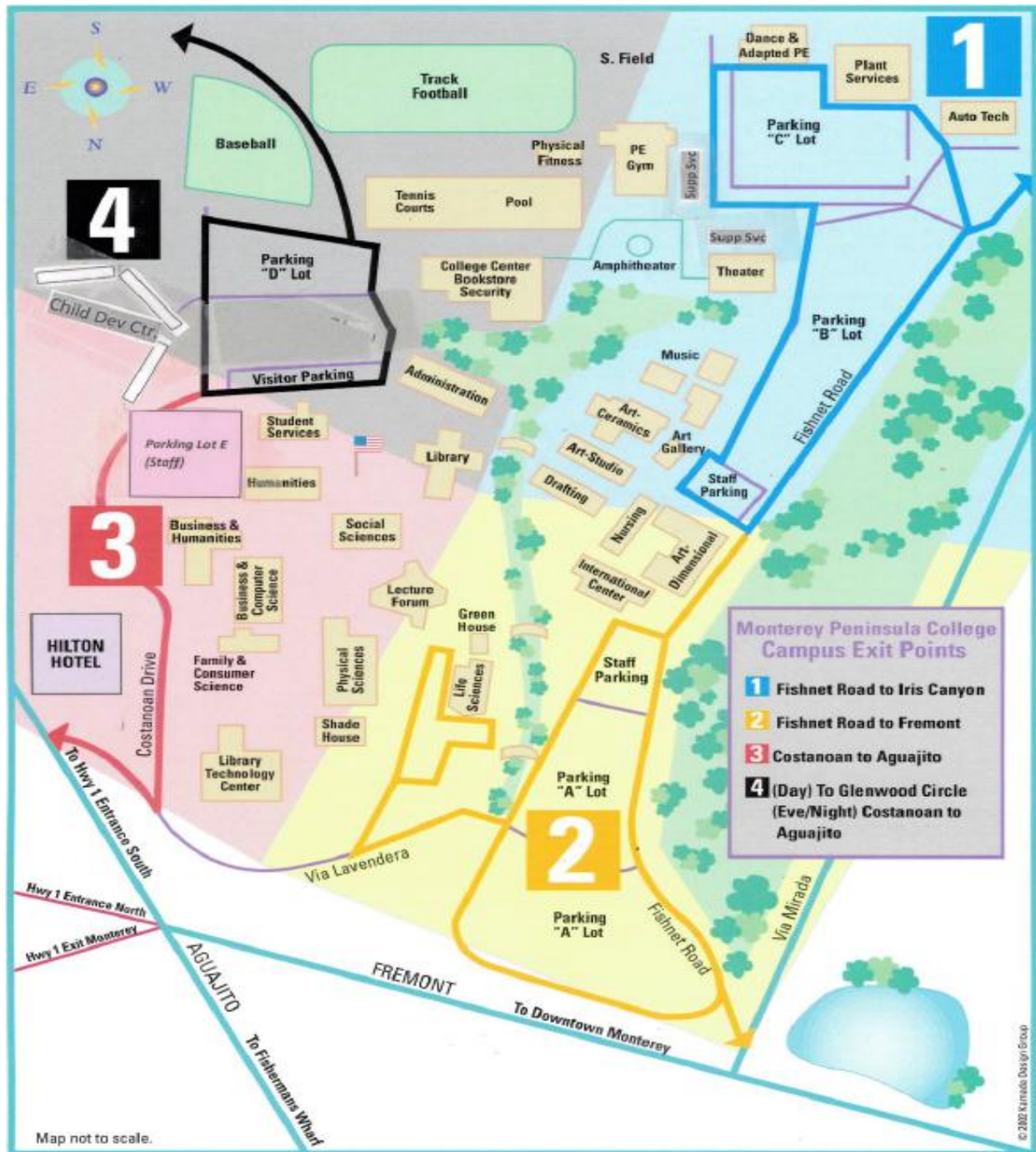
- **In case of a serious injury or illness, immediately call 9-1-1;**

**Contact Incident Command Center  
Campus Security 831-646-4099 or  
Academic Affairs 831-646-4055.**

- **Use office phone.**
- **Use cell phone.**
- **Use pay phone, (no coin needed-limited on campus)**  
**Send Messenger to the Incident Command Center**

# EMERGENCY PREPAREDNESS PLAN

## EMERGENCY EVACUATION ROUTES



1. If the campus must close and staff and or students are instructed to leave campus, **PLEASE FOLLOW THE TRAFFIC EVACUATION ROUTES ON MAP ABOVE.**
2. Locate the quadrant where your vehicle is parked and follow the exit route.
3. MPC personnel and volunteers will be assigned to traffic locations and assist in traffic control. It is important to follow their direction and guidance.

**To get help for any type of emergency not specifically covered in this chart, call:**

- Campus Security 646-4099, or call Evening Campus Supervisor 760-2263.  
If those lines are busy, call Student Health Services 646-4017/4018