


# PROCEDURE

|                                   |  |   |
|-----------------------------------|--|---|
| <b>Subject</b>                    | <b>Emergency Procedures</b>  | <b>Number:</b><br>1.16.01               |
| <b>Source</b>                     | Vice President, Finance and Administrative Services  | <b>Reference (Rule #)</b><br>6HX14-1.16 |
| <b>President's Approval/Date:</b> | <br>7/24/2018 |   |

## **POLICY:**

The President or his/her designee shall submit to the District Board of Trustees a plan to address emergencies such as fire, explosion, bomb threat, riot, insurrection, disease, or weather-related conditions. This plan is updated regularly to ensure that it properly responds to the current needs of students/faculty/staff/Campus visitors. The plan is designed to give advice on how to proceed through a threatened, anticipated or actual emergency. This plan, entitled "Continuity of Operations Plan" (COOP), has been formulated in conjunction with State Emergency Management guidelines to ensure continuity with statewide disaster operations.

Emergency situations may stem from "Critical Incidents" that can be anticipated, such as possible severe weather conditions from an approaching hurricane; or an imminent emergency, such as an explosive device found on Campus; or an actual emergency such as a break out of fire in the College cafeteria kitchen. Emergencies can affect as few as one person to as many as all of the College students/faculty/staff/community. The type and severity of the emergency situation will dictate what resources are brought to the Campus and what measures will be necessary. Local and State agencies will be included in the decision making process as appropriate.

## **EMERGENCY PROCEDURES PROCESS:**

- Annually, the College President or his/her designee, in conjunction with the Department of Facilities Management and the Manager Public Safety, will review the current set of "Emergency Procedures" and make any necessary changes.
- Upon completion, the Emergency Procedures will be placed into manuals and distributed to the President, members of the Critical Incident Management Team, each Vice President, and to the campus Deans.
- The manual is structured to give a detailed description of the procedures to be followed in a section by section layout. Instructions are included on how to handle the disposition of most emergencies.

- The President or his/her designee and the Manager, Public Safety will prepare “Emergency Procedure Instructions” to be updated annually and placed on the SCF web site.
- During an actual emergency, all interested parties are asked to visit the SCF web site for updates and instructions.
- In addition, all Campus mass notification resources shall be considered for implementation to notify students/faculty/staff of impending emergencies.
- After the resolution of any Critical Incident, the Critical Incident Management Team and the President or his/her designee will review all aspects of the incident along with its resolution to see if changes in procedures are advisable.