

## Emergency Response and Evacuation Procedures

General information about the emergency response and evacuation procedures for the district are publicized each year as part of the district's Clery Act compliance efforts, and that information is available at <https://www.miracosta.edu/administrative/college-police/docs/clery-safety-and-security-report.pdf>. The Emergency Operation Plan is available to college employees on the district's College Police website, and an Emergency Response App is available to employees, students, and the public at: <https://miracosta-ccb59.web.app/>

All members of the campus community are notified on an annual basis that they are required to notify the College Police Department of any incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees on campus. College Police Department has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the College Police Department has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Upon confirmation or verification by the district that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring on campus, the district will determine the content of the message and will use some or all of the systems described below to communicate the threat to the campus community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The district will, without delay, take into account the safety of the community, determine the content of the notification, and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including but not limited to the College Police Department) compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

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### **MiraCosta Community College District**

**Page 1 of 3**

Effective Date:	2/16/10, 7/7/15, 10/6/22
References:	Education Code §§32280 et seq., 71095 Government Code §§3100 et seq., 8558, 8559, 8600, 8605, 8607(a) Homeland Security Act of 2002 National Fire Protection Association 1600 Homeland Security Presidential Directive-5 Executive Order S-2-05 19 California Code of Regulations (CCR) §§2400-2450
CCLC Update:	#16, 4/09; #17, 2/10; #19, 8/11
Steering:	VPAS / N/A

In the event of a serious incident that poses an immediate threat to members of the campus community, the district has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include network emails, emergency text messages that can be sent to a phone or Personal Digital Assistant (individuals can sign up for this service on the district web site), public address system, phone calling trees, and district website. The district will post updates during a critical incident on the district web site at [miracosta.edu](http://miracosta.edu). Individuals can call the district's recorded information telephone line at (760) 757-2121 for updates. Employees and students may opt-in to the San Diego County Emergency "Reverse 911" mass-notification system by designating an off-campus emergency phone number in SURF.

The district's director of public information and governmental relations, marketing and communications will be responsible for the dissemination of emergency information to the larger community through the district website, social media platforms and press release, if necessary.

### **Testing Emergency Response and Evacuation Procedures**

An evacuation drill is coordinated by the College Police Department annually. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Campuses have designated evacuation locations identified, but those may be altered based on the incident type, time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, the College Police Department and district staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

Evacuation drills are monitored by the College Police Department and district administration to evaluate egress and behavioral patterns. Reports are prepared which identify deficiencies so that improvements can be made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration.

The district conducts numerous announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. College Police and district administration coordinate announced and unannounced evacuation drills, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. For each test conducted, the College Police chief or their designee will document a description of the exercise, the date, time, and whether it was announced or unannounced. The district will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

In the event of an emergency, natural disaster, or the occurrence of a hazardous condition, the superintendent/president will ensure the activation of a plan to protect and govern employees, students, visitors, and children in childcare programs on its campuses and facilities. The superintendent/president will implement a campus

emergency management team to aid in the creation and implementation of its emergency procedures or plan, and to review and update that plan on at least an annual basis.

The District Emergency Response Plan shall adopt California's Standardized Management System (SEMS) and the National Incident Management System (NIMS). The purpose of SEMS is to provide a standardized response to emergencies involving multiple jurisdictions or multiple agencies. Compliance with requirements includes the use of the basic principles and components of emergency management, which includes the Incident Command System (ICS), multi-agency or inter-agency coordination, the operational-area concept, and established mutual-aid systems. SEMS and NIMS both utilize ICS. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, which is responsible for the management of resources to effectively accomplish the district's stated objectives in response to an incident.

For major incidents, NIMS provides a consistent, nationwide template to ensure that local, state, and federal agencies work together to prepare for, prevent, respond to, and recover from incidents. The following are criteria and areas that should be included in the district's Emergency Response Plan.

## **SEMS**

State agencies are required by law to use SEMS. There are five designated levels in the SEMS organization: field response, local government, operational areas, regions, and state. Each level is activated as needed.

- A. Field-response level commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat.
- B. Local-government level manages and coordinates the overall emergency response and recovery activities within their jurisdiction.
- C. Operational-area level manages and/or coordinates information, resources, and priorities among local governments within the operational area and serves as the coordination and communication link between the local-government level and the regional level.
- D. Regional level manages and coordinates information and resources among operational areas within the mutual-aid region designated pursuant to Government Code §8600 and between the operational areas and the state level. This level along with the state level coordinates overall state-agency support for emergency response activities.
- E. State level manages state resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual-aid regions and between the regional level and state level, and serves as the coordination and communication link with the federal disaster response system.

The district plan includes the following functions:

- A. Management
- B. Operations
- C. Planning/Intelligence
- D. Logistics
- E. Finance/Administration

### **Training**

The district shall determine the appropriate level(s) of SEMS training for each of its employees. This determination is dependent upon the employee's potential assignment during an emergency-response situation. The district should ensure that its emergency-response personnel can demonstrate and maintain the minimum SEMS performance objectives at the appropriate level, as required by the district's training programs.

### **Compliance with SEMS**

To be compliant with SEMS requirements, the district must include the five essential SEMS functions in its Emergency Response Plan. To be in compliance with SEMS, the Emergency Response Plan must at minimum address the following functions:

- A. Management
- B. Operations
- C. Logistics
- D. Planning/Intelligence
- E. Finance/Administration

In the event that a local emergency occurs and the Governor declares a state of emergency, if the district responds to said emergency, the district shall complete and transmit an after-action report to the California Office of Emergency Services (OES) within ninety days of the close of the incident period. The after-action report shall at a minimum include a review of the response actions taken, the application of SEMS, the identified training needs, suggested modifications to SEMS, necessary modifications to the SEMS plans and procedures, and an up-to-date recall of the recovery actions.

### **NIMS**

The district must also be in compliance with the federal requirements for emergency preparedness or NIMS. The five components of NIMS are:

- A. Command and Management including ICS

- B. Preparedness
- C. Resource Management
- D. Communications and Information Management
- E. Supporting Technologies
- F. NIMS Management and Maintenance

### **Compliance with NIMS**

To comply with NIMS requirements, the district must ensure that its employees receive the appropriate NIMS training. NIMS compliance is measured by a performance-based metrics system. In addition to the training requirements, the district must also comply with state and federal preparedness laws for public institutions.

### **Medical Emergencies**

In medical emergencies when the nurse is not available, college personnel are to call College Police. Desk phones have a red emergency button.

For emergencies when offices are closed during the week or on weekends, individuals should call College Police or dial 911.

### **Transportation of Injured or Ill**

The Health Services Department at the appropriate campus should be called first. College Police can also facilitate the paramedic response, if necessary.