Safety Manual & Critical Response Plan

CRITICAL RESPONSE PLANNING

Introduction

<u>Purpose</u>

   The purpose of this Critical Response Plan is to provide emergency preparedness and response instructions, information, and guidelines to protect the safety and well-being of students and staff at the time of an emergency. This plan is to address those emergencies whose scope meets the limits of Level II and III emergencies as defined in this plan. Emergencies involving only a specific location or area on campus are designated as Level I and should be managed according to that site's emergency plan. The school system's Critical Response Team would not be activated in site-specific emergencies. However, Level I emergencies may use the central office staff for additional resources, if appropriate.

A standardized plan has been developed to promote coordinated preparedness measures and integrated emergency response procedures. The plan must be adapted to the capabilities and special needs of each site. Therefore, where appropriate, differences in the needs and requirements of the different levels are addressed throughout the plan.

Police, fire and/or criminal investigative processes may replace the Critical Response Plan.

<u>Objectives</u>
   1. Protect the safety and welfare of students, staff and faculty.
   2. Provide for a safe and coordinated response to emergency situations.
   3. Protect the campus and property.
   4. Enable the system to restore normal conditions with minimal confusion in the shortest time possible.

Scope

This plan addresses a broad range of potential major emergencies. Such incidents may include major fire, earthquake, hazardous materials spills, widespread power outage, and similar events affecting the campus.

Authority

The Critical Response Plan is transmitted by the administration and is implemented at the time of a disaster at the direction of the Superintendent or his/her designated alternate. Site Emergency Plans are implemented by college principals upon the occurrence of an emergency incident or when directed by the Superintendent. Each principal is authorized and directed to implement his or her college emergency plan, or take such other action as may, in his or her judgment, be necessary to save lives and mitigate the effects of disasters. Any site-based administrator has the authority to directly notify the Security Office when Level II or III emergencies occur. Police Department and/or Fire Departments' emergency procedures will supersede any site-based plan.

Notification

In the event of a Level II or III Critical Incident, the site-based administrator is to notify the CRP Leader (Superintendent) by 818-855-4670. If no answer, call 818-881-1112. State "This is (your name, title, or office) and I have a level II or III. I can be reached at phone number _____."

Procedures

Giligia College has established certain procedures governing emergency preparedness and response within the college system which relate directly to this plan. These include:

   • The safety of the students is of supreme importance. All actions taken shall bear in mind the safety and well-being of both students and employees.
   • In the event of a major disaster during college hours, classes will not be dismissed without the express approval of the Superintendent or his/her designee.
   • Since the staff is expected to assist in post-disaster care of students, arrangements for the care of one's own family should be prearranged in order to permit discharge of this emergency responsibility.

Critical Incidents and Assumptions

   Critical Incidents that have some degree of probability of occurring include:
1. Medical Emergencies
2. Fire
3. Explosion/Bomb Threat
4. Hazardous Materials/Chemical Spill
5. Civil Disturbance
6. Assaults
7. Utility Failure
8. Hostage Situation

Assumptions inherent in the school system's response to any disaster include:
1. All emergencies are reported to the Superintendent's (Presidents) Office and to appropriate Area Assistant Superintendent or Executive Director.
2. Depending on the severity and scope of the incident, and its impact, the Site's emergency plans will be partially or fully activated, as deemed necessary by the Site Emergency Coordinator.
3. When a Level II or III emergency is declared, the policies and procedures outlined in this plan become effective.

Levels of Emergencies

The scope and magnitude of the emergency and the availability of personnel and other resources will dictate the response to emergencies. Based on the emergency, the Police, or Fire Departments' procedures will supersede the procedures of a local site. There are three identified levels of emergencies. Levels II and III may enact the Critical Response Plan. The three levels are defined below.

-Level I

A Level I emergency is a site-based event affecting only that site which requires no outside assistance at that site to manage the emergency. However, the site-based administrator may use some central office personnel or resources (for example, the college security team). If the Level I emergency is extreme, (hostages, shots, biohazard) the site-based administrator should follow Level II directions. Critical Response and Emergency Safety Management Guide

-Level II

A Level II emergency is a local event having an impact on more than one site or having a large scale community impact, such as a major fire, civil disturbance, hostage situation or widespread power outage. A level II emergency may also be an event that only affects one site, but the magnitude of the emergency requires the support of the CRT. Depending upon the magnitude of the event, the resources and expertise needed to manage the event, and its impact on individual sites, site emergency plans may be implemented by the Site Administrator.

-Level III

A Level III emergency is a community or region-wide event affecting multiple sites such as an earthquake, chemical/biological related incidents, or any incident having a collateral impact on Los Angeles County. Site emergency plans shall be implemented and the Critical Response Plan would be fully activated to coordinate system-wide response efforts.

Emergency Recovery

Emergency Recovery is the process of implementing the organization's policies, procedures, and actions to resume the organization's normal operation after an emergency has ended or as soon as possible and practical during the emergency. Part of being prepared for an emergency is being able to quickly rebound from an unwelcome event to resume normal operations. Advance planning will make recovery less difficult and more efficient. This effort will translate into fewer losses and shorter down time.