

SWTJC/SR - SR - RGC EMERGENCY RESPONSE PLAN

II. INTRODUCTION

A. What is an Emergency?

A duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons or property caused by air pollution, fire, flood or floodwater, storm, epidemic, riot, earthquake, intruder, or other causes. This may be beyond the control of the services, personnel, equipment and facilities of the site and or district and require the combined efforts of the State or other political subdivisions. College personnel and facilities must be prepared to respond to an emergency or traumatic event in an organized and timely manner so that students and staff can continue to function effectively without additional trauma or the development of additional emergencies.

College emergencies can be small and easily managed, or they can be large and difficult to manage. Every college district emergency must be managed in a way that ensures the safety of everyone involved. In order to provide a safe and secure teaching and learning environment, personnel must plan for the management of emergency events that cannot be predicted or prevented. This plan is designed to help you do that.

B. Purpose:

- To effectively handle an emergency, a comprehensive Emergency Operations Site Plan must be developed and an Emergency Response Team must be organized before an emergency occurs. Our College's Multi-Hazard Emergency Response Plan must be organized and all staff members trained in order to effectively prepare for maximum safety, efficiency and communication in the event of an emergency.
- The Incident Command System (ICS) will be used to manage all emergencies that occur within the Campus. We encourage the use of ICS to perform non-emergency tasks to promote familiarity with the system. All campuses and site personnel complete mandatory training.
- Students must also understand that contingency preparation and procedures are necessary and are conducted for their safety and well-being.
- Planning, preparation, and training will help staff personnel learn the proper course of action in an emergency. This manual will provide step-by-step guidelines to help deal with emergencies that may occur. This manual cannot foresee all possible circumstances of an emergency. Staff must be prepared to evaluate all the circumstances and make sound judgments based on the situation. Staff will receive annual training in the emergency response plan.
- A committee will be established consisting of local law enforcement, and site personnel to develop the Emergency Operations Plan. The committee should consist of site staff from the following disciplines at a minimum:

Administrator
Office staff
Maintenance

Food Service staff
Students
Instructors

Campus Police