

# Emergency Operations Plan

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**MOORPARK  
COLLEGE**

# Signatory Page

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The Moorpark College Emergency Operations Plan has been revised and approved through a collaboration of effort by representatives of the college, including:

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College President

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Vice President of Business Affairs

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Vice President of Academic Affairs

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Dr. Amanuel Gebru  
Vice President of Student Services

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March 1, Spring 2023

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# Chapter 1: Basic Plan

## Review and Revision

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The Moorpark College Emergency Operations Plan will be reviewed no less than one week prior to the beginning of each semester by the Office of the Vice President of Business Services or designee. The most current version of the plan will be shared electronically with community college members, and community strategic partners within two weeks of approval of proposed revisions utilizing the Moorpark College website or portal, to ensure timeliness and accessibility for all community stakeholders. The Signatory Page will reflect approval of key decision makers within the Emergency Preparedness Committee at Moorpark College.

## Introduction and Purpose

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This document, with its associated and included documents, information, policies, and procedures for different types of emergencies, constitutes the Emergency Operations Plan for Moorpark College

***The Moorpark College Emergency Operations Plan (EOP)*** is henceforth referred to in this document as ‘this EOP’ or ‘the EOP’ and will be interpreted to include all entities administered by the Moorpark College Executive Team and apply to all faculty, staff, students, and visitors. The term “community members” is meant to include all faculty, staff, students, visitors, and residents of the residential areas surrounding the Moorpark College campus.

The college president has responsibility for day-to-day operations and the emergency management program including mitigation, preparedness, response, and recovery activities. This EOP addresses how the college will respond to extraordinary events, major incidents, or disasters, from mitigation and preparation through response and recovery and is intended to follow state and federal guidelines and policies including but not limited to SEMS and NIMS.

The response to significant incidents or disaster situations shall be conducted within the guidelines provided in this EOP. All employees of the college and college district have access to this EOP and are expected to understand the policies, procedures, and methods contained in this EOP before a significant incident or disaster occurs. Training is to be provided to personnel as required, and periodic exercises are to be used to validate and test the EOP, procedures, and readiness of district employees.

This EOP describes the Incident Management Team (IMT) complete with titles, job descriptions, and duty checklists. The organization is based on the Incident Command System (ICS), which provides a clear line of authority, direction, and communication during emergencies.

The organizational structure can adapt to any crisis or disaster to which employees, the college, the district and/or emergency response agencies would be expected to respond. SEMS and ICS provide for common terminology, simplifies multi-jurisdictional response, and creates flexibility to expand or contract in a rapid and logical manner as organizational needs of the situation increase or decrease.

The EOP is designed to protect lives and property through effective use of disaster preparedness standards including initial and ongoing training using exercises and drills, risk and hazard mitigation and guidelines for personnel and resources during a crisis or an emergency. The EOP is placed into operation whenever an emergency incident or disaster event threatens or impacts Moorpark College campus operations.

The purpose of the EOP is:

- Protect the health and safety of students, employees, and visitors;
- Protect personal and campus property;
- Preserve the orderly continuity of campus functions and operations;
- Provide contingency plans for emergencies which may affect the college;
- Provide a basis for the coordination of emergency operations with the management of critical resources during emergencies and disaster events;
- Identify the college's role for mutual aid to the county during a major incident;  
and
- Coordinate emergency operations with other emergency services agencies.

## Campus Profile

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Name	Moorpark College
Address	7075 Campus Rd, Moorpark, CA 93021
Telephone	(805) 378-1400
Web Address	<a href="http://www.moorparkcollege.edu">www.moorparkcollege.edu</a>
Administrator Name & Phone #	Jennifer Clark (805) 553-4015
Emergency Contact Person & Phone #	Lt. Andy Husienga (805) 378-1455
Maintenance or Facilities Phone #	John Sinutko (805 )553-4672
Campus Police Phone #	(805) 378-1455
Enrollment	12,583
Average Staff	650



# Chapter 2: Incident Organization

## Assumptions

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*The Moorpark College Emergency Operations Plan* is based on a realistic approach to problems likely to be encountered during an emergency incident or disaster. The following are general guidelines:

- An impactful incident or disaster may occur at any time of the day or night, weekend or holiday, during clear or inclement weather, with little or no warning.
- Since emergency events may not be predictable, emergency operations plans will only serve as a guide and checklist and require ongoing assessment and modification to meet the requirements of the college.
- Disasters may affect widespread areas; therefore city, county and federal emergency services may be delayed or unavailable. The college can expect a delay before off-campus emergency services resources become available.

## Governing Authority and Stakeholders

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The California Emergency Plan, promulgated in accordance with the provisions of the California Emergency Services Act, provides statewide authorities and describes the responsibilities including the functions and operations of government institutions at all levels during emergency events. The State of California Emergency Plan (Section 8568) states in part, “the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof.” Therefore, The Moorpark College Emergency Operations Plan is considered to be an extension of the State Emergency Plan.

The authority of the college to respond to emergencies and disasters is governed by:

- The Standardized Emergency Management System (SEMS) as described by California Government Code 8607(a), for managing response to multi-agency and multi- jurisdiction emergencies in California
- The National Incident Management System (NIMS), as prescribed by Homeland Security Presidential Directive-5 – Management of Domestic Incidents / PPD-8: National Preparedness Community Preparedness Guide (2020) for Institutions of Higher Education and
- Authority granted from the State Chancellor of the California Community College System.

## Disaster Preparedness through Planning

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Planning is fundamental to national preparedness. As a practice, preparedness planning provides a methodical way to engage the whole community in considering the lifecycle of a potential crisis, determining required capabilities, and establishing a framework for roles and responsibilities. Plan development also shapes how a community envisions and shares a desired outcome, selects effective ways to achieve it and communicates the results. The foundational element of the National Preparedness System, having an applicable disaster management program using an EOP ensures institutions and organizations are resilient. The EOP anchors nearly every activity that emergency management partners undertake to prevent, protect against, mitigate, respond to, and recover from all threats and hazards.

Plan design is meant to be community-based, representing the whole population and its needs. Determining the composition of the population is a key part of the planning process. The demographics of the population, including its resources, needs and indicators of resilience, have a profound effect on processes such as evacuation, sheltering and family reunification. This knowledge helps advance community-based planning that represents and involves members of the whole community. The EOP also informs community approaches to emergency management in advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality.

Understanding a population's needs and implementing a whole community approach to planning can aid in developing EOPs that provide equitable services and resources to all members of the community. Developing and using a community profile that accurately depicts the jurisdiction's population composition can assist planners in anticipating potential barriers to accessing services (e.g., inability to travel to designated emergency shelters if public transportation is disrupted; inability to understand emergency messaging and protective instructions due to hearing impairments or lack of English proficiency; renters or homeowners being uninsured or underinsured; reluctance to evacuate due to security concerns for homes and property or lack of ready cash to support the household for the duration of an evacuation).

Identifying these barriers can help jurisdictions conduct outreach, identify resources and plan to overcome the identified barriers thereby allowing a community to provide greater equity in services to its population.

## Threat-Hazard Identification and Risk Assessment

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The Threat-Hazard Identification and Risk Assessment (THIRA) sets a strategic foundation for putting the National Preparedness System into action. In the Fall of 2022 Moorpark College underwent a thorough Threat-Hazard Identification and Risk Assessment on the Main Campus. The three-year THIRA cycle starts with the first step in the National Preparedness System: *Identifying and Assessing Risk*. Risk is the potential for an unwanted outcome resulting from an incident or occurrence, as determined by its likelihood and the associated consequences (Department of Homeland Security, 2018). In the THIRA, communities identify risks with the potential to most challenge their capabilities and expose areas in which the community is not as capable as it aims to be. These areas, or capability gaps, create barriers in a community's ability to prevent, protect against, mitigate, respond to, and recover from a threat or hazard. Further understanding of the risks faced by communities will make it easier for the determination of what level of capability the community should plan to build and sustain function and operations. Communities can use the information that comes from the THIRA/SPR process to answer five key strategic questions about their preparedness risks and capabilities.

Since 2012, communities have used the THIRA to answer these questions, helping them better understand the risks their communities face. Utilization of the THIRA guides organizations and communities to make important decisions on how to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risks.

In addition to the Identifying and Assessing Risk component of the National Preparedness System, communities use the THIRA for *Estimating Capability Requirements*. The estimation of capabilities is a key to determining the specific level of capability that best addresses a community's risks. These community-specific capability levels are what communities use to determine their current level of capability, identify their capability gaps, and identify how they can close those gaps. At the end of the three-year THIRA cycle, communities reassess their risks by completing the THIRA again and the process restarts. The outputs of the THIRA provide communities a foundation to prioritize decisions, close gaps in capability, support continuous improvement processes, and drive the other National Preparedness System components.

## Planning Assumptions

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Planning Assumptions provide the parameters to develop an emergency plan. The following planning assumptions assisted to frame the EOP:

- MC has unique needs, challenges, and may be affected differently by a regional emergency.
- Some incidents and all disasters will require external assistance and cooperation with the City of Moorpark, Ventura County Operational Area, private sector partners, and state and federal government agencies.
- Significant outside support may take at least 72 hours to arrive.
- Damage to campus and local area infrastructure (electricity, water, landlines, cellular, internet, roads, transportation, etc.) may impair capability to coordinate response.
- Emergency functions performed by staff and departments will generally parallel their normal day-to-day functions. However, personnel on site or living in close proximity may be the only MC staff available during the initial hours of an event. As such, personnel may be reassigned as needed to support the campus emergency response.
- Non-critical college functions not contributing to the emergency response may be temporarily suspended or operate in a diminished state.

Although the Planning Assumptions provide the parameters to develop an emergency plan, there are limitations. The EOP does not guarantee a prescribed response for all situations. The plan will serve as a guide. To achieve an efficient and coordinated response time after time, all emergency plans must be used on an on-going, regular basis to include, but not limited to, training (all levels of exercises; drills; etc.), implementation, review, updates, safety messages, preparedness fairs, monthly preparedness messages, etc. After usage, such as an exercise and/or real-life event/activation, the documents must be reviewed and/or modified to reflect the gained knowledge. In keeping with the Incident Command System (ICS) concept, and in turn the State of California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), the MC Incident Commander and Emergency Operations Center Director retain the flexibility to modify procedures and/or organization structure as necessary to accomplish the emergency/disaster response and recovery missions in the context of a particular hazard scenario/event.

**Please take note:** All modifications must be implemented in coordination with the MC Police Department as they are the custodian of all officially recognized MC emergency response, preparedness, and recovery documents.

## Concept of Operations

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The EOP identifies procedures to coordinate and support emergency response and recovery activities with the goal to maintain a campus-based emergency management organization.

- The MC Incident Commander has the authority to activate the EOP.
- Response and preparedness plans that directly support the implementation of this plan are:
  - City of Moorpark Emergency Operations Plan
  - County of Ventura Operational Area Emergency Response Plan
  - California Standardized Emergency Management System (SEM)
  - National Incident Management System (NIMS)
  - California Government Code, Sections 3100-3109 Disaster Service Workers (DSW)

The primary purpose of actions taken by MC, such as the development of the MC Risk Assessment or updating the MC EOP, is that before, during, and after an emergency or disaster event these types of actions will help to prevent or and/or mitigate the impacts to life and property.

## Organization and Administrative Authority

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**All employees are vital to the success of the Emergency Operations Plan and are designated “Disaster Service Workers,” subject to such disaster service activities as may be assigned to them by supervisors, incident management or by law (Government Code, Section 3100-3101).**

MC personnel and equipment will be utilized to accomplish the following priorities:

- Priority I: Protection of Life Safety;
- Priority II: Maintenance of Life Support and Assessment of Damages
- Priority III: Restoration of General Campus Operations

It is anticipated that, as operations progress from Priority I through Priority II and III responses, the administrative control of the campus will transition from the NIMS/SEMS/ICS structure back to the normal MC organizational structure. To the greatest extent possible, regulations regarding the protection of the environment will be complied with during disaster response activities. When an Emergency occurs, this plan is invoked for the emergency and a multiple-tier graded approach is utilized for response. Initially, the MC Police Department assumes Incident Command (IC) and initiates appropriate mitigate/protective actions and notifications.

If the event requires support for fire or Emergency Medical Services (EMS), appropriate agencies/organizations are notified and respond. Depending upon the nature of the event and in accordance with SEMS, the MC PD IC may utilize a “Unified Command” structure with other agency response personnel.

When required, the Emergency Operations Center (EOC) may be activated to support the ongoing response. The MC EOP and associated building plans/procedures have been developed, and personnel have been trained and assigned to the EOC to promote integration for a multi-organizational response, if required.

### Emergency Operations

The manner in which MC conducts emergency operations on campus is governed by state and federal legislation. The ability to declare a campus state of emergency is governed by MC policy. The President, Senior Vice-President of Business and College Services and Senior Vice-President of Academic and Student Affairs have authority for decision making within the campus. Activation of the campus emergency plans and the EOC is prescribed in the MC Emergency Operations Plan (EOP).

MC follows the Federal Emergency Management Agency’s (FEMA) “Comprehensive Emergency Management Program Model,” which addresses four phases of emergency management:

- Mitigation
- Preparedness
- Response
- Recovery

**Mitigation:** Strengthening facilities and the campus against potential hazards through ongoing activities and actions to eliminate or reduce the chance of occurrence or the effects of a disaster. Examples of mitigation activities include planning fire department access to buildings, seismic upgrades of campus buildings, hazard identification and elimination, and an annual campus hazard analysis.

**Preparedness:** Anticipating what can go wrong, determining effective responses, and developing preparation of resources.

Examples of preparedness activities include developing and implementing the campus Emergency Operations Plan (EOP) and Department Emergency Operations Plans (DEOP), participating in training programs and emergency drills, and obtaining equipment or supplies that may be needed in an emergency.

**Response:** Determining the strategy to manage an emergency or disaster: Examples of response strategies include evacuating people to safe areas if necessary, warning the campus of a pending or potential emergency, or the use of the Incident Command System (ICS), the Emergency Operations Center (EOC).

**Recovery:** Restoring the area or campus to pre-event conditions may involve short-term actions needed to operate with limited capacity and long-term actions that may take years to complete.

Examples of recovery actions include the resumption of normal operations and schedules, rebuilding damaged facilities, documenting damage and response costs, and submitting requests for reimbursement through state or federal programs.



## Employee Roles and Responsibilities During Disaster Event

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The Moorpark College President or their designee is responsible for the safety of campus property and its stakeholders and for policy direction during and after a significant incident or disaster. The executive team members and district leadership must ensure that the IMT is appropriately trained, exercised, and prepared to assume control of the incident.

### **Administrators, Deans, and Division Chairs**

Every administrator, dean and division chair may appoint a specific person(s) as Building/Facility Monitor for every area under their control, and has the following general responsibilities prior to and during any emergency:

#### ***Before the Emergency:***

- Ensure the automated notification system used to notify all employees in case of an emergency is maintained and current. The automated notification system will include home and cellular phone numbers and personal email addresses.
- Develop and maintain a list of employees who would be on duty at any time.
- Have instructors maintain current class attendance rosters.
- Ensure that all employees know of the presence and location of any emergency equipment (e.g., bullhorns, first aid kits, emergency lighting, etc.) staged in the building.

#### ***Emergency Situations:***

- Inform all employees under your direction of the emergency condition.
- Evaluate the impact the emergency has on your activity/operation and take appropriate action. This may include ceasing operations and initiating building evacuation, shelter-in-place or lockdown. Evaluation should include but not be limited to:
  - *Injuries:* first aid needs, employees or students trapped or missing

- o *Facility damage*: unsafe conditions, blocked access, gas, water or sewage leaks, electrical problems, or hazards; and
- o *Hazardous materials spills*: what, where, how much, etc.
- Designate a person to maintain emergency communications (telephone, radio, runner, etc.) with the ICP or EOC.
- Have all employees under your supervision keep a log (ICS 214) of activities and hours worked.

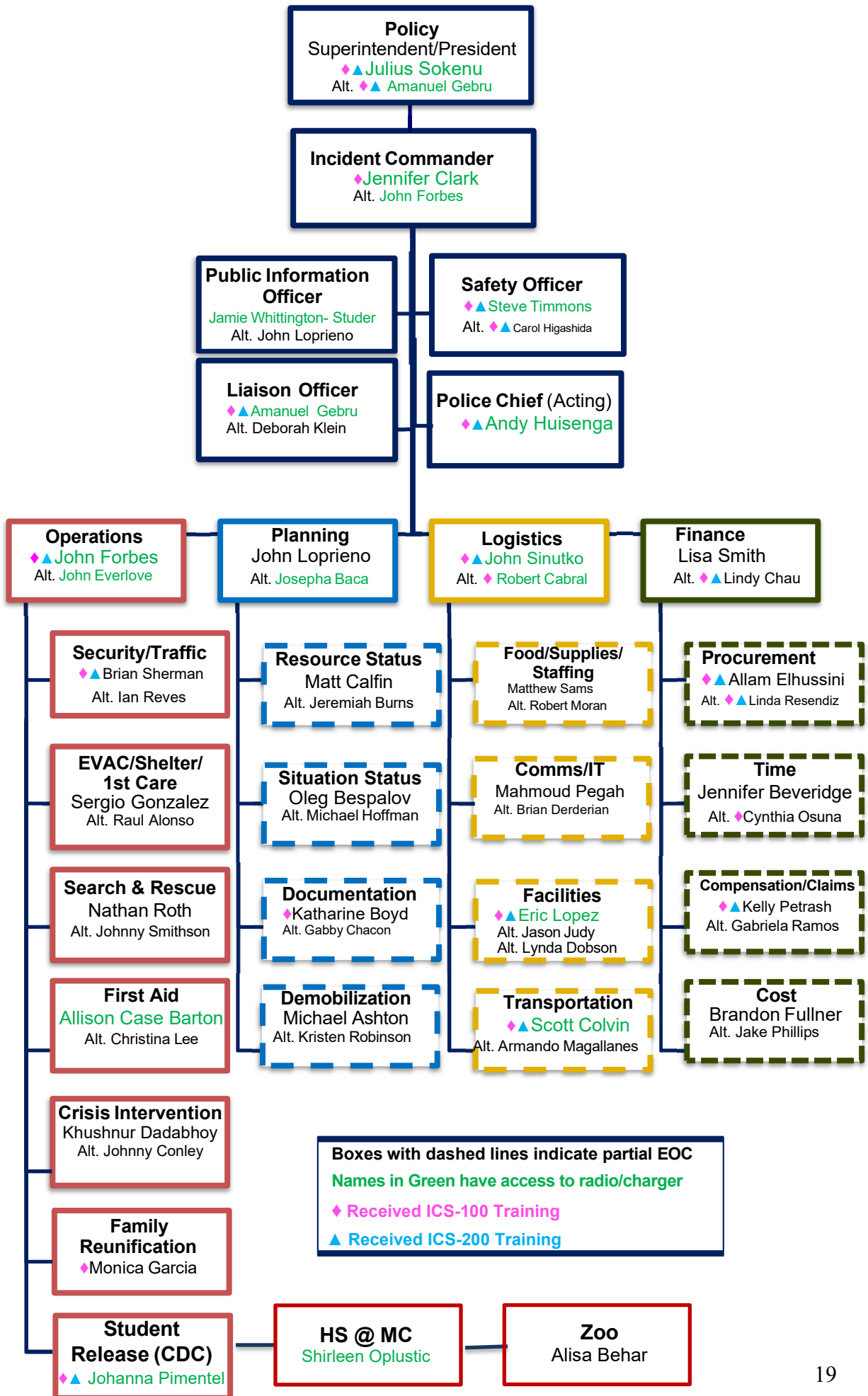
## **Faculty and Supervisors**

Every faculty member and supervisor is responsible for risk and hazard awareness within their area and should work cooperatively to ensure the safety and security of students, staff, and visitors in their areas.

### ***Before an event or incident:***

- Attend required basic major incident/disaster training and become familiar with the college's Emergency Operations Plan and the emergency response procedures that apply to their work area.
- Educate their students or coworkers concerning emergency response procedures as well as evacuation procedures for their building and/or area.
- Inspect and evaluate their assigned building facility or area in advance to determine the impact of a fire, earthquake, active shooter, or other emergency event could have on campus operations.
- Report all safety hazards and identified risks to the Facilities, Maintenance, and Operations (FMO) department.

The following Incident Management Team (IMT) Organizational chart has been updated for the 2022-2023 school year.



## Americans with Disabilities Act Compliance During Emergency Events

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Populations with disability, access, and functional needs include members of the community, who may have additional needs before, during, and after a major incident or disaster in functional areas, including but not limited to maintaining, independence, communication, transportation, supervision, and medical care. The Accessibility Coordination Center and Educational Support Services (ACCESS) supports students with verified disabilities by determining and providing reasonable accommodations, auxiliary aids, and support services. A complete list of these individuals is located in Appendix-H ACCESS. In this district individuals in need of additional response assistance may include but not limited to those who:

- Have disabilities or functional needs;
- Are elderly;
- Are children;
- Are from diverse cultures;
- Have limited English proficiency or are non-English speaking; or
- Are transportation disadvantaged.

To ensure compliance with the Americans with Disabilities Act (ADA) and to provide the best service to the community, the district adheres to the policy summarized below. In addition, considerations for special needs populations are addressed district-wide in all emergency planning efforts. A disability will not prevent accessibility to services or facilities provided by the district.

- The district will work to accommodate special populations and those with disabilities in the most integrated setting appropriate to their needs.
- The college will not exclude or deny benefits of any sort to those with disabilities, access, or functional needs.
- During emergency situations, the college will make reasonable modifications to policies, practices, and procedures if necessary to avoid discrimination.
- Attempt to shelter populations with disabilities, access or functional needs or divert them to shelters with special needs facilities.

- Eligibility for care and sheltering will not be dependent on a personal care attendant.
- Populations with disabilities, access or functional needs will never be forced by the college to occupy a specific shelter or take a particular action designed for their benefit. Effort will be made to address access and functional needs for people with disabilities and older adults to allow for sheltering in general population shelters.
- During preparedness and mitigation activities, the college will provide preparedness instruction to our campus community with disability, access, or functional needs to better prepare them in times of crisis.
- Emergency notification systems will be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or deaf/blind.
- Attempt to make evacuation plans accommodate individuals with mobility impairment, the elderly and those with transportation disadvantages.

## Recovery and Preservation of Vital Records

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A major disaster may result in damage to administrative offices and destruction of records fundamental to day-to-day campus operations. To assist in the recovery and reconstruction period following a disaster, proactive measures are to be taken to protect essential records.

Vital Records are defined as those records that are essential to:

- Protect the rights and interests of individuals. Examples include student transcripts, business records, personnel records, student patient records, Hazardous Material Business Plan, and criminal record information.
- Conduct emergency response and recovery operations. Records of this type include personnel rosters, Emergency Operations Plan, utility system maps, and locations of emergency supplies and equipment.
- Reestablish normal administrative functions. Included in this group are financial records, payroll records, and purchase orders.
- Educational Records. Faculty and staff material, grant material, exams, and grades. Each key department is responsible for designating a custodian of vital records and ensuring that vital record storage and preservation is accomplished.

Vital record storage methods that might be used include but are not necessarily limited to:

- Duplication (either hard copy or removable computer disk)
- Dispersal
- Fireproof containers
- Vault storage (both on and off campuses)

**Cloud-based storage systems (Each employee must maintain complete and timely backups of the data on assigned computers).**

## Joint Information System

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In an emergency, the JIS provides the mechanism for integrating public information activities to ensure coordinated and consistent message development, verification, and dissemination.

The JIS can be:

- As simple as two PIOs talking on the phone about an incident that involves both of their agencies.
- A PIO at the Emergency Operations Center (EOC) talking to a PIO at the site of the incident.
- PIOs from several departments working together at a single location.
- Many PIOs from many agencies working from several locations- all working together to ensure clear and accurate information is being delivered to the public.

### Joint Information System: Speaking with One Voice

Through the Joint Information System (JIS), PIOs can create coordinated and consistent messages by collaborating to identify key information that needs to be communicated to the public.

- Craft clear and easily understood messages that convey key information.
- Prioritize messages to ensure timely delivery of information without overwhelming the audience.
- Verify accuracy of information through appropriate channels, including Incident Command and relevant agencies and program areas.
- Disseminate messages using the most effective means available.

### Pre-Incident Activities

- Describe the staffing and skills necessary to support effective public information.
- Describe the equipment and other resources needed for effective public information during an incident.

- Identify partners who contribute to public information during an incident and who should be involved in planning.
- Identify the topics to include in plans and procedures necessary for effective public information.
- Apply the concepts in this lesson to assess your public information staffing, resources, and planning.

### **Who and What Do You Need?**

Start by looking at what you will need to perform effectively in an incident. The Public Information Officer (PIO) is responsible for:

- Responding to inquiries from the news media and the public.
- Monitoring the news media to detect and correct misinformation and to identify emerging trends or issues.
- Advising Incident Command on public information issues and advocating for the community to ensure their public information needs are met.
- Managing the release of emergency public information and warnings.
- Coordinating, clearing with appropriate authorities, and disseminating accurate and timely information related to the incident.



# Chapter 3: FUNCTIONAL ANNEXES

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## Aircraft Crash

Ventura County Community College District campuses are near the flight paths of several regional airports.

### If indoors:

1. Immediately take cover under tables, desks, and other objects, which will give protection against falling glass or debris.
2. If directed to do so, or in case of fire, activate the building alarm.
3. In case of building evacuation, assist persons with disabilities to exit the building. Proceed directly to predesignated campus evacuation assembly points.
4. Take roll for classes and students and await instructions.

### If outdoors:

1. stay away from debris. Do not remain downwind from burning material.  
CAUTION: Always avoid power or utility lines.
2. Go to a clear area at least 500 feet from the affected building. Keep streets and walkways clear for emergency vehicles. Keep calm.
3. Render first aid as necessary.
4. If required, respond to the Emergency Operations Center (EOC). A mobile Incident Command Post (ICP) may be used on an as-needed basis. Keep clear of the EOC unless you have information to report or are part of the campus IMT.

## Armed Assault/Active Shooter

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All faculty and staff must be continually vigilant to the risk of violence on campus and to notify the college/campus police of suspicions or observations. Be aware of:

- Unusually aggressive, odd, or scary behavior of student(s) or coworker(s).
- Threats of violence or retribution, regardless of confirmed intention.
- Coworker(s) or student(s) who are distraught or suicidal.
- Overheard comments or rumors of some form of planned or intended violence.
- Presence of gangs or cults that have a history or suggestive behavior of violence.
- Fights or other acts of non-lethal violence.
- Presence of guns, other weapons, suspicious objects.
- How to refer students or coworkers to crisis counseling and intervention.
- Learn how to access campus crisis intervention services.

### Immediate Actions

When the shooting begins or you are advised that a shooting on campus has taken place, you should do the following:

1. **RUN.** If safe to do so, try to escape then notify 9-1-1 (see below)
  - o Consider risks before leaving.
  - o Remember, the shooter is looking for 'targets of opportunity' and generally will need to be stopped by an outside force.
  - o When in doubt, shelter in place and wait for instructions from emergency personnel.
2. **HIDE.** Lock and/or barricade doors.
  - o Turn off lights.

- o Close blinds.
- o Block windows.
- o Turn off radios and dim computer screens.
- o Keep calm, quiet, and out of sight.
- o To protect yourself from gunfire, take cover behind thick desks, along concrete walls, or against filing cabinets. Avoid windows.
- o Silence cell phones.

3. **FIGHT. ONLY** if you have no other option, and the threat is clear, present, and imminent, consider taking direct action against the shooter(s). This should be considered the absolute last resort but a necessary option to preserve life.

- o If injured, place signs in exterior windows.
- o Rescue attempts should only be attempted if they can be accomplished without endangering lives.
- o Call 9-1-1. Do not hang up on the dispatcher until told to do so. Provide the following information:
  - Clearly state there has been a shooting or someone has been shot.
  - The exact location of the suspect(s) including building, type of building, number of exits, room/office number, front or side window, roof, office, classroom, etc.
  - Number of shots fired by the suspect(s), if the suspect(s) is still shooting, and type of weapon(s) (rifle, shotgun, handgun, etc.) or explosive device(s).
  - Description of suspect(s), their clothing, jewelry, hats or glasses, vehicle used, and direction of travel.
  - Condition and number of hostages, and number of known injured or killed.
  - Any demands or information supplied by suspect(s).

## Objectives

1. Notify emergency response personnel as soon as possible and assist them in staging in a safe location.
2. Neutralize (stop) the threat. Only appropriately trained and equipped personnel can be utilized in this action.
3. When safe, evacuate victims/potential victims away from the incident and to a safe area, and provide emergency medical care for injured.
4. Assist in criminal investigation. Actions must not interfere with investigation.
5. Provide Critical Incident Crisis counseling.

## Emergency Operations

1. College/campus police must be alerted immediately in the event of a shooting incident. Field operational control will be turned over to appropriate responding law enforcement officers or agencies while overall Incident Command will be retained by the campus (as per this Plan). Each Incident is different, so mandatory evacuation is not advisable. Depending on the situation, it may be safer to have people shelter in place and have emergency response personnel evacuate the premises or building(s).
2. A command post will be set up away from the shooting incident and away from the path the suspect may take in exiting the area.
3. If safe, effort should be made to maintain surveillance of the suspect or the shooting location prior to the arrival of responding law enforcement units.
4. If evacuation occurs prior to the arrival of emergency personnel, evacuees may know the general or specific location of the suspect(s)/incident and should take the safest route out of the area. DO NOT move in the direction of the shooting.
6. Specially trained law enforcement personnel will conduct a search for the suspect. The search will follow established tactical response policy and procedures and may take an extended period of time.
7. Do NOT leave your shelter-in-place location until officially notified by a law enforcement or executive team representative, either in-person or via the ENS system.

## Bomb Threats

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The threat of an explosive device or the threat of a use of an explosive device could precede or follow civil disobedience, be the action of disgruntled persons, an attempt at sabotage, or act of terrorism. Therefore, the police should be alerted for the possible execution of civil disobedience and sabotage plans. Efforts to locate the bomb will be carried out by trained college/campus police until response personnel arrive. Should an actual detonation occur, the emergency plan for fire and explosion will simultaneously be executed.

In all cases, action on the bomb threat commences immediately after a suspicious device or object is discovered or a call is received.

### Immediate Actions

1. Bomb threats usually occur by telephone. Remain calm and attempt to obtain as much information as possible from the caller by using the checklist on the following pages. If you see a suspicious object or potential bomb, **DO NOT HANDLE THE OBJECT, OR TURN ROOM OR OFFICE LIGHTS ON OR OFF**. Begin moving people away from the immediate area around the suspected device.
2. Notify 9-1-1 from campus or pay phone, giving your name, location, and telephone number. Inform them of the situation, including any information you may have as to the location of the suspicious object or bomb, time it is set to explode, and the time when you received the call. Tell them if you completed the Bomb Threat Checklist. Do not hang up until told to do so.
3. Inform your supervisor and/or department head.
4. Police officers will conduct a detailed bomb search. You may make a cursory inspection of your area for suspicious objects, but:
  - o Do not open drawers or cabinets.
  - o Do not turn lights or any electrical switch on or off.
  - o Do not pull the fire alarm.

- o Report any suspicious object, device, or package but DO NOT touch it, tamper with it, or move it in any way.
5. If you are instructed to evacuate (the police may elect not to use fire alarms):
- o Instruct students and staff to quickly collect their possessions and proceed to assigned evacuation assembly areas (at least 500 feet from buildings). Assist persons with disabilities.
  - o Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
  - o Assist emergency crews as necessary, if requested.
  - o Do not re-enter evacuated buildings until those in charge of evacuation say it is safe.

### **Response Activities**

1. 9-1-1 should be alerted immediately in the event a suspicious package or device is observed or a bomb threat is received. Field operational control will be turned over to college/campus police while overall incident command will be retained by the campus (as per this plan). Should an actual detonation occur, the emergency plan for fire and explosion will simultaneously be activated. Bomb threat procedures vary from other procedures in that there is no degree of positive action, the only exception being the decision to evacuate.
2. All communications will be made by telephone. Radios and cellular phones should not be used as their transmissions may cause the device to detonate.
3. To assist in the decision to evacuate, the following general guidelines have been established:
  - o On-scene Incident Commander or ranking on-scene college/campus police, under specific circumstances, will make the decision to order an immediate evacuation.
  - o Immediate evacuation will be ordered when a destructive device or a suspected device has been located.
  - o Immediate evacuation will be ordered when the location of the bomb is given and the time for detonation is within 30 minutes.

- o Evacuation may be recommended even if the specific building or exact time is not identified.
  - o Entrance into the evacuated area will be limited to essential personnel only.
  - o In all cases, action on the bomb threat commences immediately after the call is received or a suspected device is found or observed. After 9-1-1 has been notified, the President's Office will be notified immediately thereafter.
4. Consider calling Facilities, Maintenance and Operations for logistical support (e.g., utility shut-off).

***What you should do if you receive the telephone bomb threat***

Remember that the bomb threat caller is the best source of information about the bomb.

1. If the caller does not indicate the location of the bomb or the time of possible detonation, ask him/her for this information.
2. Inform the caller that the building is occupied, and the detonation of a bomb could result in death or serious injury to many innocent people. Pay particular attention to background noises, such as motors running, music playing, and any other noise which may give a clue as to the location of the caller.
3. Listen closely to the voice (male, female), voice quality (calm, excited), accents, and impediments. Immediately after the caller hangs up, contact 9-1-1.
4. Remain available, as law enforcement personnel will want to interview you.

***What you should do if you receive a written bomb threat***

When a written threat is received, save all materials, including any envelope or container. Once the message is recognized as a bomb threat, avoid further unnecessary handling. Every possible effort must be made to retain evidence such as fingerprints, handwriting, typewriting, or printing, paper, and postal marks. These will all prove essential in tracing the threat and identifying the writer. Call 9-1-1 immediately.

## **Civil Disturbance/Demonstration**

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The primary considerations in civil disobedience are to protect the safety of employees, students, and visitors while on campus premises; to reduce or prevent damage to campus facilities; to preserve the orderly conduct of the college's mission; and to protect constitutionally protected rights. Since warning of an impending disturbance or demonstration subsequent to an emergency might occur, instructions to personnel can be given and adequate precautions taken. Specific actions to be taken at this time will depend upon the seriousness or urgency of the incident, number of persons involved, any intelligence gathered about the incident, and on the type of civil disobedience confronting the college.

### **Incident Commander Responsibilities**

1. Employees and students will be given instructions on evacuation and any restriction of movement into or out of campus buildings.
2. If there is actual or imminent threat to life and/or property, law enforcement personnel will take immediate, appropriate action.
3. Employees will be requested to avoid direct confrontation with the demonstrators.
4. As employees are briefed by the EOC Director/Incident Commander, steps will be taken to provide for the physical security of the area. The Operations Section will provide standby personnel and equipment for emergency shutdown of facilities and medical response, if needed.

The duration of the emergency condition may be abnormally long; therefore, the EOC Director/Incident Commander may direct the Logistics Section Chief to provide for the feeding of all involved staff, faculty, and outside first responders.

### **Dangerous or threatening disturbance**

1. A threatening disturbance should be reported immediately to police at 9-1-1.
2. Alert all employees and students in the area to the situation.
3. Lock all doors, and secure all files, documents, and equipment.



4. If necessary, cease operations and evacuate. Contact campus officials, college/campus police for further instructions if you are evacuated.

### **Non-Threatening Demonstration or Assembly**

1. Campus staff should call college/campus police, campus administrators or the staff person's immediate supervisor or Division Chair.
2. College/campus police and campus administrators will assess the situation to determine if there is a violation of Time, Place and Manner or other district policies, law or if a danger or threat of danger exists. These officials will decide whether 9-1-1 is to be called or mutual aid with off-campus law enforcement is to be activated.
3. If a class or lecture is being disrupted by an individual or small group, the offending person(s) should be asked to leave. If they refuse, call the police at 9-1-1 first, then call the Campus Police Office at (805) 378-1455

### **After Incident Activities**

Once the safety and security of students, faculty, staff, and visitors has been established and the threat to property and equipment is reduced, thorough documentation must be completed in accordance with ICS standards. Objectives and tasks must be prioritized to restore campus operations and functions as quickly as possible. Priorities may include building safety evaluation, restoration of public utilities to campus facilities, and securement of secondary hazards.

# Earthquake

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Earthquakes cause considerable fear during a significant seismic event. The campus' response needs to be calm, decisive, and deliberate. The magnitude and severity of injuries as well as damage to facilities will dictate the level of response. Post-Earthquake Standard operating Guidelines can be found in Appendix D.

## If You Are Indoors

1. DUCK or drop to the floor. Take COVER under a sturdy desk, table, or other furniture. HOLD ON to the furniture you are under and protect your head and face.

### **\*INSTRUCT OTHERS TO DROP, COVER, AND HOLD!**

2. Stay away from glass windows, wall shelves, and heavy equipment or objects.

3. DO NOT RUN OUTSIDE. DO NOT EVACUATE UNTIL SEISMIC ACTIVITY CEASES. (Be aware that earthquake aftershocks may cause further damage)

4. Once the main tremor has ceased, calmly evacuate buildings to the evacuation assembly area. Assist those with physical disabilities. Refer to the section on evacuation.

5. The Emergency Operations Center (EOC) may be activated. A mobile ICP may be used on an as-needed basis. Stay away from the Emergency Operations Center unless you have an emergency. Instead, communicate with a designated official. If you are a member of the campus IMT, turn responsibility of your class over to another faculty or staff member and respond to your assigned assembly area.

7. Injuries or damaged facilities should be reported to a designated official, or supervisor. They will advise the EOC.

8. GAS LEAKS - If you smell gas, cease all operations. Do not switch lights on or off. Vacate the building and then notify a designated official, Supervisor, or EOC.

9. HAZARDOUS MATERIALS INCIDENT - Some gasses are odorless and colorless. Do not enter any areas where hazardous materials are known or suspected to be

stored until uniformed personnel or other trained authorized persons have inspected and cleared the areas.

### **If You Are Outdoors**

1. Quickly move away from buildings, utility poles, and other structures.  
CAUTION: ALWAYS avoid power or utility lines.
2. An Emergency Operations Center (EOC) may be activated. A mobile ICP may be used on an as-needed basis. Stay away from the Emergency Operations Center unless you have an emergency. Instead, communicate with a designated official. If you are a member of the IMT, turn responsibility of your class over to another faculty or staff member and respond to your assigned assembly area.
3. A designated officials, Division Chair, Office Coordinator, IMT, or other trained person(s) should utilize any equipment prepositioned in their building.
4. Injuries or damaged facilities should be reported to a designated official, or supervisor. They will advise the EOC.
5. GAS LEAKS - If you smell gas, cease all operations. Do not switch equipment on or off. Stay clear of the building(s) and notify a designated official, Supervisor or EOC.
6. HAZARDOUS MATERIALS INCIDENT - Some gasses are odorless and colorless. Do not enter any areas where hazardous materials are known or suspected to be stored until uniformed personnel or other trained authorized persons have inspected and cleared the areas.

### **Objectives**

1. Notify designated campus personnel that a hazard(s) exists.
2. Implement procedures for a campus-wide response effort.
3. Interface successfully with city and county agencies.

### **At Time of a Major Earthquake the Incident Commander may initiate the following actions:**

- Activate EOC, Incident Management Team, and a designated officials and implement Emergency Operations Plan.

- Make necessary contacts with outside resources. Instruct the Operations Section to survey campus buildings to identify structural damage. The Building and Safety teams will make building assessments to identify seismic-induced structural hazards and Maintenance and Utility teams will turn off gas, electricity, and water as required.
- As appropriate, IC will order designated officials to coordinate evacuation to designated assembly/evacuation areas.

## Evacuation

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### **Before:**

- Report any observed conditions which may interfere with evacuation of the building to MC Police (805) 378-1455 or Facilities Services (626) 585-7277.
- Visit MC website for detailed evacuation maps and procedures.
- Conduct a tour of evacuation sites to show staff and faculty not only where evacuation sites are located but also options for alternate sites, as well as discuss how different events will impact the evacuation (e.g., active shooter, fire, chemical incident, etc.).
- Discuss and practice the following evacuation actions:
  - How to safely move students, faculty, staff, and visitors from unsafe areas to designated assembly areas.
  - How to evacuate when the primary evacuation route is unusable.
  - How to evacuate individuals with disabilities (along with services animals and assistive devices, e.g., wheelchairs) and others with access and functional needs, including language, transportation, and medical needs.
- Schedule and conduct campus-wide evacuation drills to test evacuation procedures at a minimum on an annual basis.

### **During:**

Evacuate if in immediate danger due to fire, gas leak, major structural damage, and/or if instructed by MC Police, Facilities Management, or emergency responders. Exit with caution. If you can safely do so, gather your keys, and personal items like a handbag or wallet. You will likely not be allowed to reenter the building until it is checked by authorities; if the building

becomes a crime scene it could be several days before you can retrieve your personal items like car and house keys. Proceed to your designated evacuation assembly area and avoid hazards such as downed electrical wires and falling debris.

If EVACUATION AREAS become uninhabitable due to obstructions, smoke, fire, the decision may have to be made to EVACUATE THE PROPERTY.

\*BE AWARE/CAUTIOUS OF VEHICULAR TRAFFIC ON ROADWAYS WITHIN SCHOOL\*

This warning could be disseminated by REVOLUTION, word of mouth, telephone or by activation of the alarm system.

EVACUATE PROPERTY is appropriate for, but not limited to the following:

1. Fire,
2. Bomb threat (inside house),
3. Chemical accident,
4. Post earthquake,
5. Natural gas leak, and
6. Explosion/falling aircraft.

After: Do not leave the assembly area. Check in with the Evacuation Site Coordinator or lead MC employee accounting for personnel and students. Do not walk around the campus especially in areas cordoned off or where there is hazardous debris. Keep streets clear for emergency vehicles. Wait for help and instructions.

**Emergency Map Located in Appendix I**

Evacuation maps have been developed and are available on the MC website and below. All questions should be directed to Police and Safety Services.

## **Explosion**

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In the event of an explosion or threat of explosion such as those caused by leaking gas (HazMat Room) the following must be accomplished.

1. If the explosion occurs inside the building PROCEED TO EVACUATION AREA and take STAFF/STUDENT ACCOUNTABILITY.
2. Notify 911 and MC Campus Police at (805) 378-1455.

3. Render 1<sup>st</sup> aid if necessary.

**DO NOT re-enter buildings until fire department officials have declared the area safe for re-occupancy.**

If an explosion occurs outside the facility, a decision will have to be made to either SHELTER IN PLACE, PROCEED TO EVACUATION AREA OR EVACUATE PROPERTY.

## Secondary Explosions

- A. Call 9-1-1 giving your name, location, and telephone number. Tell emergency operator pertinent information including time and location of the explosion, extent of damage and number of casualties, and whether there is fire or collapsed buildings.
- B. Inform your supervisor and/or department head.
- C. If you are instructed to evacuate (the police may elect not to use fire alarms):
  - a. Instruct students and staff to quickly collect their possessions and proceed to assigned evacuation assembly areas (at least 500 feet from buildings). Assist persons with disabilities. Evacuation should not be unreasonably delayed by collection of personal possessions.
  - b. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
  - c. Assist emergency crews as necessary, if requested, i.e., providing campus specific information, access to facilities, etc.

Do not re-enter evacuated buildings until it is deemed safe by the appropriate emergency services agency and the campus facilities IMT representative.

## Hazardous Material Event (HAZMAT)

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A Hazardous Material Event may originate from an off-campus or on-campus source. Hazardous Materials are commonly found in buildings, vehicles, and storage facilities throughout the Moorpark College campus.

All campus representatives who work with or around hazardous materials must familiarize themselves with the following:

- o Alarm location and operation.
- o Emergency exits and evacuation plan.
- o Fire extinguisher location and operation.
- o Spill and containment response measures for specific hazards in their area.
- o Available spill response equipment.
- o Materials Safety Data Sheets (MSDS) for materials in their area.
- o Specific immediate first aid measures for hazards in their area.

#### **Immediate Action after an exposure**

DO NOT ATTEMPT TO CLEAN UP OR DISPERSE THE HAZARD.

##### 1. Determine need to EVACUATE your location or building

- o If EVACUATION is indicated, alert others in the building and activate the fire alarm.
- o Evacuate the location of the hazardous material and maintain distance from an UPHILL and UPWIND safe zone. Assist persons with disabilities or injuries. Ensure evacuation routes avoid high risk areas.
- o When leaving a building, close doors leading into the contaminated area(s) or building(s) to isolate release.
- o Proceed to pre designated evacuation areas, if safe to do so without incurring further exposure.

##### 2. Notify 9-1-1. Be prepared to provide the following information:

- o Your name, department, and the phone number from which you are calling.

- o Exact location of release, including room number if inside a building.
- o Name of released material(s).
- o Quantity of released material.
- o Appearance - solid, liquid, gas, odor, color, etc.
- o Injuries or physical effects to those who have been exposed and number affected.
- o Whether any victims are trapped within the isolated area.
- o Area of contamination.

3. Use caution when providing first aid. Rescuers are often contaminated by hazardous materials when attempting to assist victims of a hazardous materials event. Ensure scene safety and provide first aid ONLY if doing so does not increase risk to the rescuer, the patient, and others in the surrounding area.

4. Do not return to the evacuated area until the area is declared safe by uniformed or other trained authorized personnel.

## **Objectives**

1. Determine if a release or exposure has occurred.
2. Determine the location of the release and exposure.
3. Call the Fire Department via 9-1-1 (HAZMAT) and medical response if needed.
4. Protect the public from the immediate scene.
5. Evacuate or seek shelter in place (whichever is safer).
6. Decontaminate.
7. Clean up.

The California Governor's Office of Emergency Services State Warning Center (800) 852-7550 or through the fire department dispatch center) is to be notified immediately regarding all releases or threatened releases of a significant quantity of hazardous materials.



Moorpark College shall follow local, state, and federal regulations regarding the storage, inventory, and notification of incidents related to hazardous materials events, to the applicable agencies and authorities. Moorpark College will ensure the appropriate and requisite display of placards to ensure proper identification of all regulated or managed materials that meet “hazardous” specifications. The responsible campus or district departments maintaining control over hazardous materials will also maintain a current list of substances, quantities, and relevant Material Safety Data Sheets (MSDS) and make this information available to the IMT, and other responding agencies.

## Shelter-in-Place & Lockdown Procedures

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### Shelter in Place

SHELTER IN PLACE means to stay inside the facility pending receipt of further instructions. If outside and a decision is made to SHELTER IN PLACE, all persons shall return inside the facility. Windows and doors should be closed and possibly sealed with duct tape. A staff and student accountability should be made immediately. Heating, ventilation and air conditioning might need to be shut down.

The warning could be disseminated by REVOLUTION, telephone or by word of mouth.

SHELTER IN PLACE is appropriate for, but not limited to, **the following incidents that take place outside the facility:**

1. Airborne Toxic Release
2. Explosion or threat of explosion
3. Chemical/Radiological
4. Severe weather/lighting
5. Hazardous spill

MC is committed to getting accurate emergency alerts and information to members of the MC community as soon as possible. However, in the first minutes of an emergency, MC faculty and staff may need to make an immediate decision to “shelter in place” or move to a safer location. All faculty and staff should understand and plan for both possibilities. Use common sense and available information, including this guidance, to determine if there is immediate danger.

Whether in a classroom or office, walking on campus, or driving on campus, there may be situations when it is best to stay where you are and avoid any rapidly changing or unknown

situation outside. There are other circumstances when staying put and creating a barrier between yourself and potential danger is a matter of survival. Use available information to assess the situation.

### **Know When and How to Shelter-in-Place for Schools**

(Source: California Department of Public Health.)

[http://www.bepreparedcalifornia.ca.gov/beprepared/schools/emergencies/pages/nowhena\\_nhowtoshelter-in-placeforschools.aspx](http://www.bepreparedcalifornia.ca.gov/beprepared/schools/emergencies/pages/nowhena_nhowtoshelter-in-placeforschools.aspx)

### **What Shelter-in-Place Means**

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. Shelter-in-place means selecting a small, interior room, with no or few windows and taking refuge there. It does not mean sealing off your entire school. If you are told to shelter-in-place, try to determine the reason for the recommendation.

### **How to Shelter-in-Place at School**

- Close the school. Activate the appropriate emergency plans. Follow reverse evacuation procedures to bring students, faculty, and staff indoors.
- If there are visitors in the building, provide for their safety by asking them to stay inside; not to leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps immediately, where they are, and not to walk to another location or their car.
- Provide for answering telephone inquiries from concerned parents by having at least one telephone with the school's listed telephone number available in the room selected to provide shelter for the school secretary, or person designated to answer these calls. This room should also be sealed. There should be a way to communicate among all rooms where people are sheltering-in-place in the school.
- Ideally, provide for a way to make announcements over the school-wide communication system from the room where the top school official takes shelter.
- If it is safe to do so, allow everyone to call their family/friend to let them know they must remain in school until further notice, and that they are safe.

- If the school has voicemail or an automated attendant, change the recording to indicate that the school is closed, and that students and staff are remaining in the building until authorities advise that it is safe to leave.
- Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion or gunshots, direct all window shades/coverings, blinds, or curtains be closed, in a safe manner.
- For chemical, biological, or radioactive hazards, have employees familiar with your building's mechanical system turn off all fans, heating, and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting and plastic garbage bags.
- Select interior rooms, above the ground floor, with the fewest windows or vents. The rooms should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Classrooms may be used if there are no windows or if the windows are sealed and cannot be opened. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows will work well.
- It is ideal to have a hard-wired telephone in the rooms you pre-select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Keep in mind that cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room. Shut and lock the door.
- For chemical, biological, or radioactive hazards, use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around doors and any vents into the room.
- Write down the names of everyone in the room, and call your schools' designated emergency contact to report all individuals in the room with you.
- Listen for an official announcement from school officials via the campus communication system, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in the community.

Local officials on the scene are the best source of information for your particular situation. Follow their instructions during and after emergencies regarding sheltering, food, water, and clean up methods.

Remember that instructions to shelter-in-place are usually provided for durations of a few hours, usually not days or weeks.

## **Lockdown**

Once the decision is made to LOCKDOWN the facility (a security measure taken during an emergency to prevent people from leaving or entering a building), by the Incident Commander, all persons inside the facility must work together to lock all doors, windows and to ensure the alarm system is operational.

This warning could be disseminated by REVOLUTION, word of mouth, telephone or by activation of the alarm system. It might be necessary to shut off heating, ventilation and air conditioning.

LOCKDOWN is appropriate for, but not limited to, the following

1. Airborne toxic release;
2. Explosion or threat of explosion;
3. Chemical/radiological;
4. Severe weather/lighting;
5. Hazardous spill;
6. Civil disturbance or violent intruder(s).

LOCKDOWN communications including demobilization will be updated approximately every 30 minutes thru the REVOLUTION app.

When MC issues a campus alert calling for a lockdown, faculty and staff should lead students and visitors to:

- Move into or stay inside the nearest building.
- Go into an interior room or office with few windows, if possible.
- Close all windows and doors.
- If the door has a window, cover it.
- Stay away from windows and doors.

Remain in place until notified by proper MC administration officials (Building Coordinators or the College Emergency Response Team) or City emergency responders.

## Structure Fire

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A fire and/or explosion can occur on campus as the result of a criminal act (arson, bombing), negligence, equipment malfunction, earthquake-related damages, or weather-related causes (firestorm, lightning). In response to all emergency situations, the primary concern is for the protection of the health and safety of its students and personnel, with a secondary priority for the protection of campus property. In the event of a fire, quick judgment at the site of the incident is required to determine the health risks involved in attempted containment (fire extinguisher) and the priority for evacuation.

### Before a Fire

All employees must familiarize themselves with the following:

- Alarm location and operation
- Emergency exits and evacuation plan
- Fire extinguisher location and operation
- Location of other emergency supplies and equipment in their area
- Immediate Action
- Evacuation is the priority. Fighting the fire is the second.
- Safeguard lives
- CALL the Fire Department via 9-1-1. Minimize property damage.

### ***Fire Extinguisher Operating Instructions:***

**P – Pull safety pin**

**A – Aim at the base of fire**

**S – Squeeze trigger**

**S – Sweep from side to side**

### **If You Smell Smoke or Detect a Fire**

1. Prior to opening doors, using the back of your hand, feel if the door is HOT. If the door is HOT, do not open it. Find another exit. IF the door is not hot, stay low and open it cautiously.
2. If it's SMOKY, stay near the floor where less smoke accumulates.
3. Pull the fire alarm. Call 9-1-1 and describe location, nature, and extent/size of smoke or fire.
4. Evacuate from the area to the designated assembly area.
  - o Assist persons with disabilities and children.
5. Alert classes and workers nearby.

In the event a fire is detected the following will be accomplished.

1. Sound the alarm, notify the Fire Department via 9-1-1 and the Campus Police at (805) 378-1455 (uncontrollable fire).
2. Use fire extinguisher on fire (controllable fire) notify the Fire Department via 9-1-1 and the Campus Police at (805) 378-1455
3. PROCEED TO EVACUATION AREA and take STAFF/STUDENT ACCOUNTABILITY.

**DO NOT disregard smoke/fire alarms!**

## **Utility Failures**

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Utility failures can occur at any time or location and significantly affect campus operations. The immediate evaluation of the situation must be accurate and based on reliable information. The decision on the need to evacuate, modify daily operations, or cancel classes should be made as soon as possible with a projected operational impact period as determined by the Incident Commander.

### **Immediate Actions**

If utility failure occurs during regular hours, Monday through Friday, 8 A.M. to 5 P.M., directly notify Facilities, Maintenance and Operations. If there is potential danger resulting from failure, call 9-1-1.

## **Electrical/Light Failure**

Keep everyone stationary for 15-30 seconds just in case the event is a switching or temporary problem (e.g., power grid reset). If lighting does not resume, conduct an orderly evacuation of the area. Emergency building lighting may not provide sufficient illumination for safe exiting, especially at night or in interior rooms. Faculty and staff are urged to know the location of the emergency flashlights in their work area and are also encouraged to have their own.

## **Plumbing Failure/Flooding**

Stop using all potentially threatened electrical equipment immediately. Evacuate the area. Promptly notify Facilities, Maintenance and Operations. If you believe there is a life safety danger, notify dial 9-1-1.

## **Gas Leak**

Stop all operations and evacuate the area. Do not use phones, light switches, or any electrical equipment in close proximity to the area of the leak. Dial 9-1-1 from another building or away from the danger.

# Chapter 4: APPENDICES

## Appendix A- Crisis Communication Plan

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### Introduction

The Moorpark College (MC) “Crisis Communications Plan” (The Plan) provides procedures for the coordination of communications both internally and externally during an emergency or crisis. The Plan outlines the roles, responsibilities and protocols to guide MC in sharing information with **critical audiences** during an emergency or crisis.

The Plan is part of a larger set of Emergency Plans to manage the College’s affairs during situations that threaten operations, the safety of the community and/or the reputation of MC. This document focuses on the communications aspect of potential crisis situations.

The Plan is not intended to change the manner in which emergencies are initially reported. All emergencies on campus should be reported immediately to 911 and the MC Campus Police (805) 378-1455.

### Guiding Principles

In all communications during a crisis, MC strives to be accessible, prompt, compassionate, honest and informative. One of the most important requirements for effective communications during an urgent situation is gathering and understanding the facts of a given situation and then providing accurate and consistent information to all potentially affected audiences. Communications from the College must be honest and forthright. Since an emergency may be sudden and without warning, this plan is designed to be flexible in order to accommodate contingencies of various types and magnitudes.

### Levels of Emergencies:

To assist in planning and determining appropriate crisis communication strategies, MC has identified a “Standby Mode” and **Three** Levels of Emergencies. Examples of the different types of emergencies within each level are listed below.



### **Stand By Mode:**

The situation does not require immediate response however, it could escalate to a higher emergency level and/or it may require immediate "rumor control" response. A nearby brush fire or an upcoming planned protest could trigger the Standby Mode. All IMT members should be in a state of high situational awareness. The IC should consider staffing the ICS position, "Situation Status Leader"(Plans Section) in order to gain updated information.

### **Level 1 – Minor** - No EOC activation

- An incident causing minimal impact or interruption to the campus.
- A limited number of MC emergency response personnel are needed to control the situation.
- These incidents include minor medical incidents, break-ins, homeless encounters, minor thefts etc.
- MC Campus PD has authority over these incidents and will make proper non-emergency notifications through normal MC communication channels.

### **Level 2 – Moderate** - Partial EOC activation is discretionary as per the Incident Commander

- A significant emergency or event that disrupts an entire floor or building and that may require assistance from outside organizations.
- or -
- A Public Relations Crisis with potential negative impacts to MC's operations and public image with possible news coverage and public scrutiny.
- These incidents include fires, hazmat incidents, power outages, earthquakes, active assailants, large public demonstrations, civil unrest, etc.

**A Level 2 emergency or higher results in an automatic activation of the Crisis Communication Team and VCCCD Notification(VC of Business).**

### **Level 3 – Major:** - Automatic Activation of the EOC.

- A major emergency that involves multiple buildings or that impacts the entire campus and the surrounding community.

- A timely resolution of disaster conditions requires college-wide cooperation, extensive coordination with external agencies
- Results in automatic activation of the Crisis Communication Team and VCCCD notification.

The **Federal Clery Act** provides the following examples of significant emergencies or dangerous situations: fire, outbreak of a serious illness, earthquake, gas leak, terrorist incident, armed intruder, bomb threat, civil unrest or rioting, explosion, nearby chemical or hazardous waste spill.)

Below is a matrix to assist in the decision making process to make the proper notifications and to activate the EOC.

Levels of Emergencies	Notifications made	EOC Activation
Level 1	Discretion of MCPD	No
Level 2	Yes	Discretion of IC
Level 3	Yes	Yes

### Initial Response

Most Emergencies occur quickly, without notice and may require immediate communications, particularly to students, employees and others on campus who are threatened or impacted by the crisis. As per the college’s Clery Act Emergency Notification procedures and MC Alert Protocol, the MC Campus Police have the authority to assess the crisis at hand, determine what immediate communications are needed, and move forward to deliver that communication to the campus.

### Crisis Communications Team

The following MC Personnel will constitute MC’s Crisis Communications Team:

**Vice President, Business and Administrative Services** – The Vice President, Business and Administrative Services will serve as the liaison between the team and the President or her/his designee.

- **Name: Jennifer Clark**
- **Contact # (805) 553-4015**

**Director of Office of Strategic Communications & Marketing** - As a member of the Incident Management Team (IMT) the Director of Office of Strategic Communications & Marketing will serve as the liaison between the CCT and the IMT and will provide the CCT with the most up-to-date information on the crisis.

- **Name: John Loprieno**
- **Contact # (805) 378-1469**

**MC Chief of Police (or designee) Functions as “Operations Section Chief” or “MC Incident Command”** Will be able to inform the CCT with the most up to date information on MC operational, security and safety issues.

- **Name: Acting Police Chief Andy Husienga**
- **Contact # (805) 652-7752**

The team will develop a plan of action and oversee communications issues throughout the crisis. The team will assess the facts of the crisis to determine the appropriate response/action and to determine a plan of action for both internal and external communications. Depending on the nature of the crisis, others can and should be drawn into the crisis communications process as appropriate to address the specific issues and threats that need to be managed. (Facilities, IT, Child Care).

### **Convening the Team**

In the event of an emergency that falls under the category of a **Level 2 Emergency or higher** the CCT will convene immediately upon notification of the crisis.

If a **Public Relations Crisis** should occur, the **President** has the primary responsibility for convening the Crisis Communications Team. If the President is not available to make the convening decision, then the **Vice President, Business and Administrative Services** can make that decision.

### **Team Communications**

All members of the CCT should have cell phones in their possession at all times.

Upon activation of the CCT, the **Vice President, Business and Administrative Services** will notify the **Public Information Officer, and the Chief of Police**. Other individuals will be notified as needed.

If it is feasible to do so (depending on the time of day or night and/or any physical limitations of the situation), the team should gather together in person. If it is not feasible to meet physically, the Team may be convened initially virtually via Zoom or by telephone.

In the event of a Level 2 Emergency, the primary EOC location will be the Administration Building Lobby and the secondary EOC location will be the Gymnasium.

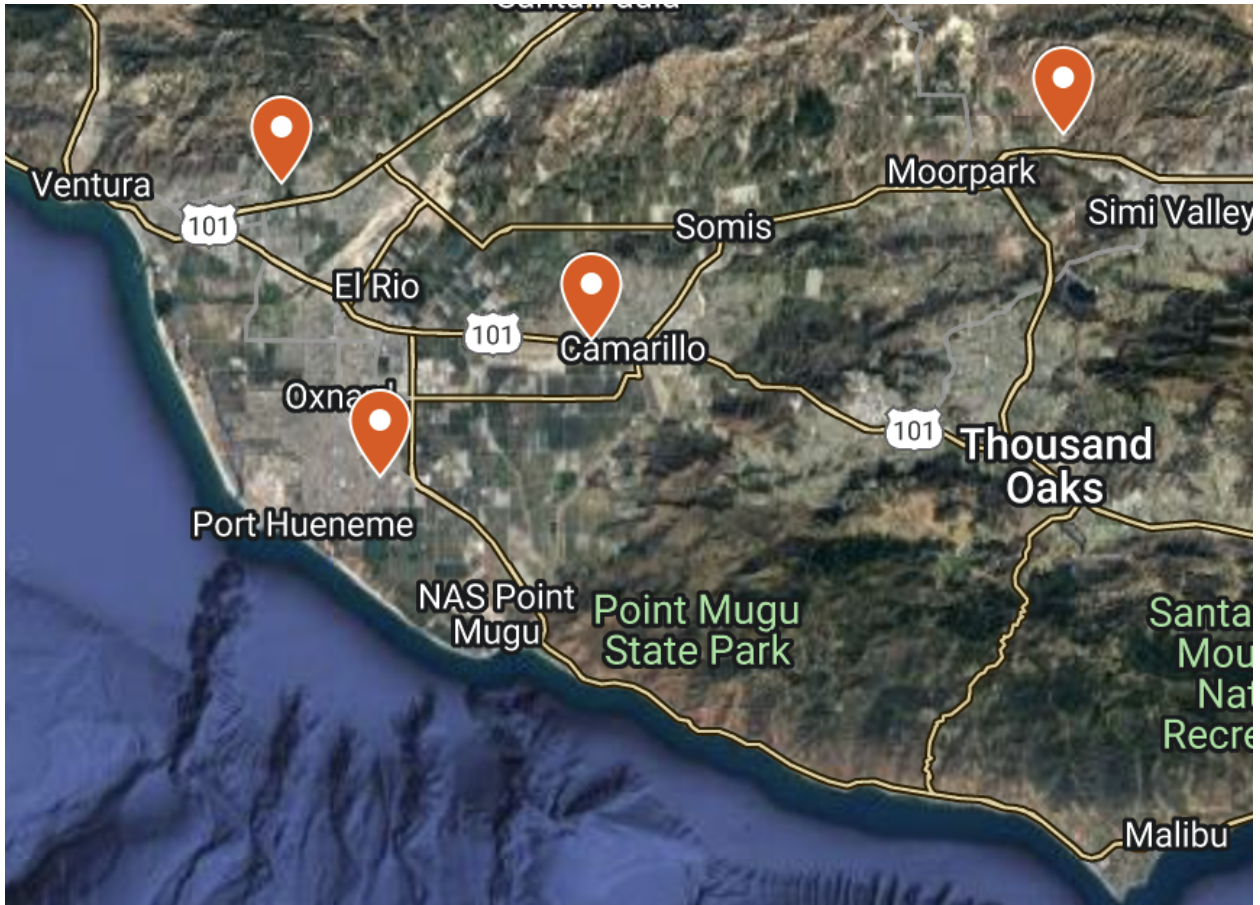
In such a situation, the MC Campus Police will become a major source of information for the crisis at hand and they will establish a presence at the EOC.

### **District Notification- Level 2 or higher**

Moorpark College is one of three colleges located in the Ventura County Community College District. Communication to the VCCCD is critical in understanding the conditions, actions and needs of each campus. The following procedure shall serve as a guideline to notify the appropriate resource at the district to best assist and mitigate any given situation.

Notification may come to the district office from on campus Policy Group personnel in the form of a phone call (landline or cell phone) or radio. Radio notifications from Moorpark College to VCCCD, vice versa, may be problematic due to the distance and topography between the two locations. (Map below)

This notification will give VCCCD accurate information of the campus status. If Moorpark College indeed has an emergency situation the on campus Policy Group personnel shall give on-going reports to VCCCD periodically until VCCCD no longer needs to be involved or the tasks at hand do not warrant such notifications. Such notifications will allow the District Office to make necessary decisions in assisting the affected campus and support the objectives of the Incident Commander.



## Responding to the Crisis

Among the duties of the Crisis Communications Team:

- Assess the facts of the crisis.
- Create a plan of action for both internal and external communications.
- Determine what and how messages will be communicated.
- Determine to whom messages will be communicated, both internally and externally. Among the key constituencies:
  - Students
  - Faculty

- o Staff
  - o Parents of students
  - o News media
  - o Trustees
  - o Public officials - Mayors, etc.
  - o Alumni
  - o Community
  - o General Public
- Determine how to react as the crisis evolves.
  - Keep the appropriate spokespeople informed of the latest developments and messages to be conveyed.

The Team will develop several key messages to be included in all college communications. The messages will evolve as the crisis evolves and circumstances change. The messages must be communicated as quickly as possible and regularly updated.

### **College Spokespeople**

The chief spokespeople in the event of a crisis will be a senior leader of the College, most likely the **President**, as well as the **Special Assistant to the Superintendent/President, Public Information Officer**.

- In the time of a significant crisis, it is critical for a high-ranking leader of the college such as the President to become the face of the incident and to take the lead in communicating **key** messages. Only a high-ranking leader such as the President can convey that a situation is under control, provide a sense of calm and set an example for the entire campus.
- In most situations, the Special Assistant to the Superintendent-President/Public Information Officer will act as the Principle Spokesperson and will be the point person for news media communications during a crisis. He/she will organize and run press briefings and handle general media questions. Depending on the nature of the crisis, the

person possessing the direct knowledge of the crisis (for example: The Chief of Police in the event of a campus crime) can also be designated as spokesperson.

- The release of information and comments to the news media and the public should be limited to the designated spokespeople. All other staff should be professional and helpful to the news media by connecting them with the spokespeople, but should refrain from speaking to and providing any information. As the crisis evolves, it is likely that secondary spokespeople will need to be appointed.

## Media Relations

Often the only information the public receives about an emergency is through the news media; therefore, media relations is an essential component of any crisis plan. Timing is critical. *Responses to a crisis must be issued as soon as possible and along as many communications channels as possible.*

The CCT will develop appropriate statements and other communications for the news media. The Team will also arrange and lead news conferences and media briefings. Keeping the news media informed gives the College a certain amount of control over the message. The media's job is to report the latest information available. If reporters don't get that information directly from the organization in crisis, they will look elsewhere and be more likely to report inaccurate facts and even rumors. The location of news conferences and briefings may largely depend on the location and nature of the crisis. Ideally, the location should be away from the crisis, the IMT/EOC and the college's administrative offices.

## Communications Tools

Effective college crisis communications programs employ multiple and layered methods of communication with its audiences, including students, employees, parents, alumni, trustees and community members. In the event of a crisis, the Crisis Communications Team can deploy one or all of these communications vehicles:

- **Revolution Alert** allows MC to notify students and employees via text message and email. (Responsibility: MC Police and Public Information Officer)
- **Campus-wide emergency notification system** broadcasts emergency voice notifications targeted to specific buildings via loudspeaker. (Responsibility: MC Police)

- **MC Website** (Responsibility: Special Assistant to the Superintendent-President/Public Information Officer)
- **Emergency Information Line** will include updated information. (Responsibility: Special Assistant to the Superintendent-President//Public Information Officer)
- **Campus Marquees.** (Responsibility: Public Information Officer)
- **Social media.** Regular updates will be posted on the MC social media venues. (Responsibility: Public Information Officer) (See Appendix 3, “Crisis Communications Best Practices for MC Social Media”)
- **News media.** The college has a detailed news media call list that would be activated in the event of an emergency. (Responsibility: Public Information Officer)

## EMERGENCY NOTIFICATION

### Notification to the MC community about an Immediate Threat

MC Campus Police and/or the Special Assistant to the Superintendent-President/Public Information Officer will immediately convey the threat to the MC community or to the appropriate segment of the community. The entire campus community will be notified when there is at least the potential that a very large segment of the community will be affected by a situation, or when a situation threatens the operation of the campus as a whole. The situation will be continually assessed to determine if additional segments of the campus should be notified.

Some or all of the following notification methods will be used:

- Revolution Alert
- MC Emergency Notification System
- Campus Announcements MC Website.
- MC Emergency Information Line .
- MC Social Media
- News Media



Members of the larger community outside campus will receive information about a campus emergency via many of the same methods listed above. In addition, the college will disseminate information via local news media. Responsibility of the Special Assistant to the Superintendent-President/Public Information Officer.

MC Campus Police must confirm the status of the emergency before notifications begin.

## **TIMELY WARNINGS**

### **Issuing Timely Warnings**

MC will issue a Timely Warning to the campus community in the event of crimes (i.e. murder and non-negligent manslaughter, negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson) and other situations that, in the judgment of the Chief of the MC Campus Police Department or his/her designee, constitutes a serious or continuing threat to students or employees. In determining if a Timely Warning should be issued, the Police Chief will consider the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts.

Timely Warnings will be distributed by one or all of the following methods:

- Revolution alert app
- Posted as a Campus Crime Alert on the MC Campus Police Website and/or MC Social media
- Posted on the MC Main College Website

The Timely warnings will provide the following information if possible:

- The date the alert was issued.
- A succinct statement of the incident.
- Physical description of the suspects.
- Other relevant and important information.

Timely Warnings will be issued for circumstances that occur on campus, on public property within or immediately adjacent to the campus, and in or on non-campus buildings or property that MC owns or controls.

Anyone with information warranting a Timely Warning should report the circumstances to the MC Campus Police at (805) 378-1455

### **Best Practices for MC Social Media**

Do not post about the situation on social media until official messaging is released from the college.

During an emergency situation on campus, official posts regarding the crisis will appear on the appropriate MC Social Media Sites.

### **Audiences and Contact Information**

Many different audiences must be reached with information specific to their interests and needs. The image of MC can be positively or negatively impacted by public perceptions of the handling of the incident.

The following is a list of potential audiences.

- MC Students and their families
- MC Employees and their families
- MC IMT Members and their families
- Vendors/Suppliers
- News media
- Community—especially neighbors living near the facility
- Government elected officials, regulators and other authorities

## **Contact Information**

Contact information for **each audience** should be compiled and immediately accessible during an incident. Include as much information for each contact as possible (e.g., organization name, contact name, business telephone number, cell number, fax number and email address).

## **Students and Employees**

MC Students and Employees are the life of the College, so contact with them is the top priority. Students and Employees may become aware of a problem as soon as their phone calls are not answered. Immediate action must be taken to redirect incoming telephone calls to a second call center (if available) or to a voice message indicating that the college is experiencing a temporary problem. Incident information and Family Reunification information can be given in this message.

## **Suppliers/Vendors**

The crisis communication plan should include documented procedures for notification of suppliers and vendors. The procedures should identify when and how they should be notified.

## **Management**

Any Level 2 Emergency requires immediate notification of the VCCCD regardless of time of day. Any MC Incident Commander, can notify MC Management, concerning low-level emergencies if they feel it is warranted regardless of time of day.

## **Government Officials & Regulators**

OSHA regulations require notification to OSHA when there are three or more hospitalizations from an accident or if there is a fatality. Environmental regulations require notification if there is chemical spill or release that exceeds threshold quantities. Other regulators may need to be notified if there is an incident involving product tampering, contamination or quality.

A major incident in the community will capture the attention of elected officials. A senior manager should be assigned to communicate with elected officials and public safety officials.

## **Employees, Victims and Their Families**

HR should coordinate communications with management, supervisors, employees and families. HR should also coordinate communications with those involved with the care of employees and the provision of benefits to employees and their families. Close coordination between

management, company spokesperson, public agencies and HR is needed when managing the sensitive nature of communications related to an incident involving death or serious injury.

## **The Community**

If there are hazards at a facility that could impact the surrounding community, then the community becomes an important audience. If so, community outreach should be part of the crisis communications plan. The plan should include coordination with public safety officials to develop protocols and procedures for advising the public of any hazards and the most appropriate protective action that should be taken if warned.

## **News Media**

Develop a company policy that only authorized spokespersons are permitted to speak to the news media. Communicate the policy to all employees explaining that it is best to speak with one informed voice.

Determine in advance who will speak to the news media and prepare that spokesperson with talking points, so they can speak clearly and effectively in terms that can be easily understood.

## **Messages**

During and following an incident, each audience will seek information that is specific to them. “How does the incident affect my order, job, safety, community?” These questions need to be answered when communicating with each audience.

After identifying the audiences and the spokesperson assigned to communicate with each audience, the next step is to script messages. Writing messages during an incident can be challenging due to the pressure caused by “too much to do” and “too little time.” Therefore, it is best to script message templates in advance if possible.

There may be many different scenarios but the need for communications will relate more to the impacts or potential impacts of an incident:

- accidents that injure employees or others
- property damage to company facilities
- liability associated injury to or damage sustained by others
- production or service interruptions

- chemical spills or releases with potential off-site consequences, including environmental
- product quality issues

Messages should be scripted to address the specific needs of each audience, which may include:

**Student** - “Is the school open?” “How long will MC be closed?” “Are classes canceled?”

**Family** - “Is my son/daughter ok?” “Is there a place I can meet to pick up my son or daughter?”

**Employee** - “When should I report to work?” “Will I have a job?” “Will I get paid during the shutdown or can I collect unemployment?” “What happened to my co-worker?” “What are you going to do to address my safety?” “Is it safe to go back to work?”

**Government Regulator** - “When did it happen?” “What happened (details about the incident)?” “What are the impacts (injuries, deaths, environmental contamination, safety of consumers, etc.)?”

**Elected Official** - “What is the impact on the community (hazards and economy)?” “How many employees will be affected?” “When will you be back up and running?”

**Suppliers** - “When should we resume deliveries and where should we ship to?”

**Management** - “What happened?” “When did it happen?” “Was anyone injured?” “How bad is the property damage?” “How long do you think production will be down?”

**Neighbors in the Community** - “How can I be sure it’s safe to go outside?” “What are you going to do to prevent this from happening again?” “How do I get paid for the loss I incurred?”

**News Media** - “What happened?” “Who was injured?” “What is the estimated loss?” “What caused the incident?” “What are you going to do to prevent it from happening again?” “Who is responsible?”

Messages can be pre-scripted as templates with blanks to be filled in when needed. Pre-scripted messages can be developed, approved by the management team and stored on a remotely accessible server for quick editing and release when needed.

Another important element of the crisis communications plan is the need to coordinate the release of information. When there is an emergency or a major impact on the business, there

may be limited information about the incident or its potential impacts. The “story” may change many times as new information becomes available.

One of the aims of the crisis communication plan is to ensure consistency of the message. If you tell one audience one story and another audience a different story, it will raise questions of competency and credibility. Protocols need to be established to ensure that the core of each message is consistent while addressing the specific questions from each audience.

The goal of the crisis communications team is to gather information about the incident. This should include monitoring the types of questions posed to call center operators or staff in the office; emails received by customer service; social media chatter or stories broadcast by the news media. Using this input, the crisis communications team can inform management about the issues that are being raised by stakeholders. In turn, management should provide input into the messages generated by the crisis communications team. The team can then create appropriate messages and disseminate information approved for release.

## Appendix B– Child Development Center

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The Center observes the following security settings:

- Authorized family members are required to sign-in and sign-out children
- All students conducting observations in the CDC are required to sign-in and sign-out at the front desk
- A staff person is stationed at the front desk monitoring traffic in and out of the building at all times (students, families, and visitors)
- All gates and access to playground remain locked, including the front door of the CDC

In addition:

- All teachers will carry their keys with them at all times in order to go into any area of the CDC
- All academic classrooms will be locked and remain locked until a faculty member is present to allow students entry
- All students entering the Center will be required to wear a name badge, and leave backpacks in the front closet

For additional help and resources on how to cope and deal with school shootings, you can visit following links:

<http://www.naeyc.org/content/coping-school-shooting>

[http://www.nasponline.org/resources/crisis-safety/terror\\_general.aspx](http://www.nasponline.org/resources/crisis-safety/terror_general.aspx)

**In case of an emergency, when school staff cannot be reached, please seek information on the Moorpark College website or the VCCCD website**

### **Facility Emergency Plan**

In case of a power outage, the CDC will not operate. Either families will be notified to pick up children, or the facility is not receiving children. The director and /or the teachers will notify the parents by email and/or via phone call.

### **Shelter in Place/Lock down**

In case of a shelter in place situation, the children will not be released to families until the emergency is declared to be over by Moorpark College Administrators. This will be for the protection of all children and adults.

**Evacuation because of earthquake, fire or other circumstance:**

The classes will leave the building when it is not safe to stay in the building. In that case we need to get the children to an outside location away from power lines, trees, and cars until we can unify the children with their parents at a reunification center announced by the College/District. The location identified is the base of the campus green (the hill), on the foot of the library.

In case there is an event that requires us to leave the campus based on safety concerns, a reunification location will be announced by the college/district, and students (including your children) will be bused to that location for reunification. If we have to evacuate to an offsite location, we will inform families at that time. It would be another school site in Moorpark or Simi, depending on the emergency status of the community.



## Appendix C- Post Earthquake Standard Operating Guidelines

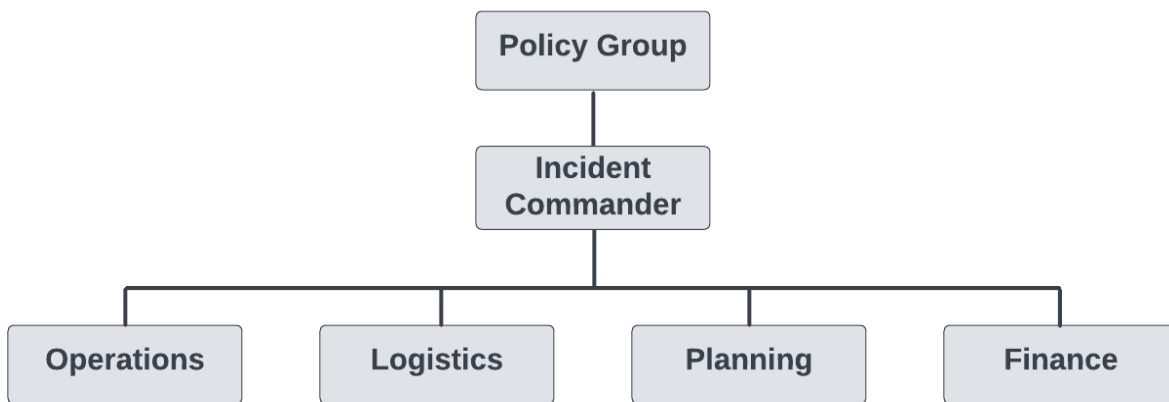
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The Ventura County Community College District (VCCCD) is comprised of Moorpark College, Oxnard College and Ventura College. After an earthquake it is critical that the VCCCD Office receives timely and accurate assessments from each college campus.

Following an earthquake, the following guidelines will enhance the college's ability to effectively gain situational awareness about life safety, incident stabilization, property conservation and continuity of business operations. This critical information needs to be communicated to the District Office in an expedient and orderly manner.

### College Post Earthquake Operations

- After the earthquake and as soon as it is safe, the College Incident Commander (IC) shall open up communications with the Policy Group and give an initial situation status report.
  - The Policy Group consists of the College President and the Vice Chancellor of Business Services, VCCCD.



The initial situation status report should contain the following:

- Life Safety
  - Evacuation Status
  - Property Damage if visible
  - Needs - Police, Fire, EMS, Public Works
- As soon as it is safe, the College IC shall activate “Damage Assessment Teams” consisting of no less than two people per team. These teams shall consist of Facilities personnel, Campus Police or CERT trained members.
  - The College IC shall assign each team a radio and a geographical region of the campus to assess. These teams shall assess their assigned portion of the campus focusing on life safety issues, building damage, natural gas/utilities etc. All findings shall be communicated to College IC and documented on a FEMA ICS-214.
  - Damage Assessment teams **shall not** enter any building during the damage assessment.
  - The College IC can then effectively direct resources to the most critical situations on campus because of increased situational awareness
  - As soon as possible, the College IC shall provide a more comprehensive report to Policy Group with updated information on the following:
    - Life Safety Issues
    - Incident Stabilization
    - Property Conservation
    - Continuity of Business Operations
  - Updated information will allow the Policy Group to effectively plan, support and make sound logistical/financial decisions for the College’s needs
  - Communications shall remain open between the College IC and Policy Group as needed until the resumption of normal business operations

## Appendix D– Emergency Trailer Towing and Inventory Procedures

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Emergency Trailer Towing procedures are designed to be applicable to all possible incidents in which the contents of the trailer would aid in the life safety of students, staff and visitors on campus. These guidelines are intended to facilitate the movement of the emergency trailer to a desired destination as needed during incidents, including but are not limited to, multi-casualty, fire, flood, earthquake, hazardous material release, evacuation or any event in which the Incident Commander deems the contents of the Emergency Trailer will aid in the objectives of the Incident.

### **Storage Location and Operators**

The Emergency Trailer is currently housed at the **Campus Police Storage area**.

The following persons have received training in the are responsible for the safe tow, deployment and demobilization of the emergency trailer:

#### **Primary Operator:**

- **Name: Francisco Navarro**
- **ICS Position: None**

#### **Secondary Operator:**

- **Name: Edgar Almazan**
- **ICS Position: Logistics/Food/Supplies/Staffing**

Responsible members assigned to these positions will become familiarized with all trailer procedures. The Incident Commander (IC) should consider ordering the Emergency Trailer early in an incident to allow for a potential delay of on-scene time.

The designated location provides safety to the trailer and allows access to multiple points on campus without obstruction from storage, parking or other routine matters.

Keys for this trailer are made in duplicate and are kept at the following two locations:

- **Facilities, Maintenance, & Operations**
- **Student Health Center (suggest a set be with Campus PD as well)**

The truck to tow the trailer is located at **Facilities, Maintenance, & Operations**.

Keys for the tow truck are made in duplicate and are kept at the following two locations:

- **Facilities, Maintenance, & Operations**
- **Campus Police**

Responsible members are responsible for securing keys to the truck and trailer.

### **Communications**

- Requests for use of the Emergency Trailer shall be made by the Incident Commander with information from Operations and on-site personnel
- Requests can be made via telephone, cell phone/text message, radio, face-to-face or by any other means used by campus personnel

### **Preparing the Incident for Emergency Trailer Arrival**

Depending on various factors of the day, the Emergency Trailer may have an extended on-scene estimated time of arrival (ETA) due to traffic on and surrounding campus. Prior to its arrival the following should be considered:

- Determining the best means of approach - The Emergency Trailer should be placed in a position to best serve the means of the incident without obstructing access to the trailer's contents
- Identifying the best access to enter - The Emergency Trailer is a truck/trailer set up and has difficulty in tight spaces, making turns and backing.

### **Considerations for Support**

- Support teams should be properly assigned to tow and distribute contents of the trailer during its use
- Support teams should be left with the trailer until it is returned to the designated storage location to ensure security of the trailer and its contents
- Support teams shall monitor all inventory during the incident and appropriately document all equipment being used and inventory needing to be replaced

## **Safety Considerations**

- Only designated employees of the college are authorized to hook up and tow trailer during routine operations or emergency incidents
- Care and consideration should be given in any type of driving, including backing, and all CA State Driving Laws shall be obeyed
- The Emergency Trailer is not an emergency vehicle and due regard for the public shall be of the utmost importance

## **Inventory**

The contents of the Emergency Trailer are outlined on an inventory list and shall be checked with the following guidelines:

- Medical Equipment- check quarterly
- Any equipment with batteries will be checked on a monthly basis
- Any equipment with fuel (i.e. generators) will be checked and operated per manufacturer guidelines
- Tires for inflation- Check PSI monthly or per manufacturer guidelines and visually inspect prior and after use

Inventory checks will ensure the location of the keys, function of the trailer, appropriate medical equipment and operation of all power equipment.

The following members are responsible for emergency trailer inventory checks:

### **Medical Equipment/Supplies**

- **Name: Allison Case Barton**
- **ICS Position: Operations/First Aid**

### **Equipment Needing Battery Checks**

- **Name: Eric Lopez**
- **ICS Position: Logistics/Facilities**

### **Equipment Needing Fuel Checks**

- **Name: John Smithson**
- **ICS Position: Operations/Search and Rescue**

### **Tire Pressure Checks**

- **Name: John Smithson**
- **ICS Position: Operations/Search and Rescue**

## Appendix E– ICS Roles and Responsibilities

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**Command Staff:** The staff who report directly to the Incident Commander, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required.

**Section:** The organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established)). The Section is organizationally situated between the Branch and the Incident Command.

**Branch:** The organizational level having functional and/or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area (e.g. Zoo Branch).

**Division:** The organizational level having responsibility for operations within a defined geographic area. The Division level is organizationally between the Strike Team and the Branch.

**Group:** An organizational subdivision established to divide the incident management structure into functional areas of operation. Groups are located between Branches (when activated) and resources (personnel, equipment, teams, supplies, and facilities) in the Operations Section.

### Overall Organizational Functions

ICS was designed by identifying the primary activities or functions necessary to effectively respond to incidents. Analyses of incident reports and review of military organizations were all used in ICS development. These analyses identified the primary needs of incidents.

As incidents became more complex, difficult, and expensive, the need for an organizational manager became more evident. Thus, in ICS, and especially in larger incidents, the Incident Commander manages the organization and not the incident. In addition to the Command function, other desired functions and activities were to:

- Delegate authority and provide a separate organizational level within the ICS structure with sole responsibility for the tactical direction and control of resources.

- Provide logistical support to the incident organization.
- Provide planning services for both current and future activities.
- Provide cost assessment, time recording, and procurement control necessary to support the incident and the managing of claims.
- Promptly and effectively interact with the media, and provide informational services for the incident, involved agencies, and the public.
- Provide a safe operating environment within all parts of the incident organization.
- Ensure that assisting and cooperating agencies' needs are met, and to see that they are used in an effective manner.

## **Incident Commander**

### Incident Commander Responsibilities

The Incident Commander is responsible for:

- Having clear authority and knowing agency policy.
- Ensuring incident safety.
- Establishing an Incident Command Post.
- Setting priorities and determining incident objectives and strategies to be followed.
- Establishing the ICS organization needed to manage the incident.
- Approving the Incident Action Plan.
- Coordinating Command and General Staff activities.
- Approving resource requests and use of volunteers and auxiliary personnel.
- Ensuring after-action reports are completed.
- Authorizing information release to the media.



- Ordering demobilization as needed.

## **Public Information Officer**

### Public Information Officer Responsibilities

- Determine, according to direction from the IC, any limits on information release.
- Develop accurate, accessible, and timely information for use in press/media briefings.
- Obtain IC's approval of news releases.
- Conduct periodic media briefings.
- Arrange for tours and other interviews or briefings that may be required.
- Monitor and forward media information that may be useful to incident planning.
- Maintain current information, summaries, and/or displays on the incident.
- Make information about the incident available to incident personnel.
- Participate in planning meetings.

## **Liaison Officer**

### Liaison Officer Responsibilities

- Act as a point of contact for agency representatives.
- Maintain a list of assisting and cooperating agencies and agency representatives.
- Assist in setting up and coordinating interagency contacts.
- Monitor incident operations to identify current or potential inter-organizational problems.

- Participate in planning meetings, providing current resource status, including limitations and capabilities of agency resources.

## **Safety Officer**

### Safety Officer Responsibilities

- Safety Officer Responsibilities
- Identify and mitigate hazardous situations.
- Ensure safety messages and briefings are made.
- Exercise emergency authority to stop and prevent unsafe acts.
- Review the Incident Action Plan for safety implications.
- Assign assistants qualified to evaluate special hazards.
- Initiate preliminary investigation of accidents within the incident area.
- Review and approve the Medical Plan.
- Participate in planning meetings.

## **Operations Section Chief**

### Operations Section Chief Responsibilities

The Operations Section Chief is responsible for managing all tactical operations at an incident. The Incident Action Plan (IAP) provides the necessary guidance. The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by span of control considerations.

Major responsibilities of the Operations Section Chief are to:

- Assure safety of tactical operations.
- Manage tactical operations.
- Develop the operations portion of the IAP.

- Supervise execution of operations portions of the IAP.
- Request additional resources to support tactical operations.
- Approve release of resources from active operational assignments.
- Make or approve expedient changes to the IAP.
- Maintain close contact with IC, subordinate Operations personnel, and other agencies involved in the incident.

### **Planning/Intelligence Section Chief**

#### Planning Section Chief Responsibilities

The Planning Section Chief is responsible for providing planning services for the incident. Under the direction of the Planning Section Chief, the Planning Section collects situation and resource status information, evaluates it, and processes the information for use in developing action plans. Dissemination of information can be in the form of the IAP, in formal briefings, or through map and status board displays.

Major responsibilities of the Planning Section Chief are to:

- Collect and manage all incident-relevant operational data.
- Supervise preparation of the IAP.
- Provide input to the IC and Operations in preparing the IAP.
- Incorporate Traffic, Medical, and Communications Plans and other supporting materials into the IAP.
- Conduct and facilitate planning meetings.
- Reassign personnel within the ICS organization.
- Compile and display incident status information.
- Establish information requirements and reporting schedules for units (e.g., Resources and Situation Units).
- Determine need for specialized resources.

- Assemble and disassemble Task Forces and Strike Teams (or law enforcement Resource Teams) not assigned to Operations.
- Establish specialized data collection systems as necessary (e.g., weather).
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Report significant changes in incident status.
- Oversee preparation of the Demobilization Plan.

## **Logistics Section**

### Logistics Section Chief Responsibilities

The Logistics Section Chief provides all incident support needs with the exception of logistics support to air operations. The Logistics Section is responsible for providing:

- Facilities.
- Transportation.
- Communications.
- Supplies.
- Equipment maintenance and fueling.
- Food services (for responders).
- Medical services (for responders).
- All off-incident resources.
- Major responsibilities of the Logistics Section Chief are to:
  - Provide all facilities, transportation, communications, supplies, equipment maintenance and fueling, food and medical services for incident personnel, and all off-incident resources.
  - Manage all incident logistics.

- Provide logistical input to the IAP.
- Brief Logistics Staff as needed.
- Identify anticipated and known incident service and support requirements.
- Request additional resources as needed.
- Ensure and oversee the development of the Communications, Medical, and Traffic Plans as required.
- Oversee demobilization of the Logistics Section and associated resources.

### **Finance/Administration Section Chief**

#### Finance/Administration Section Chief Responsibilities

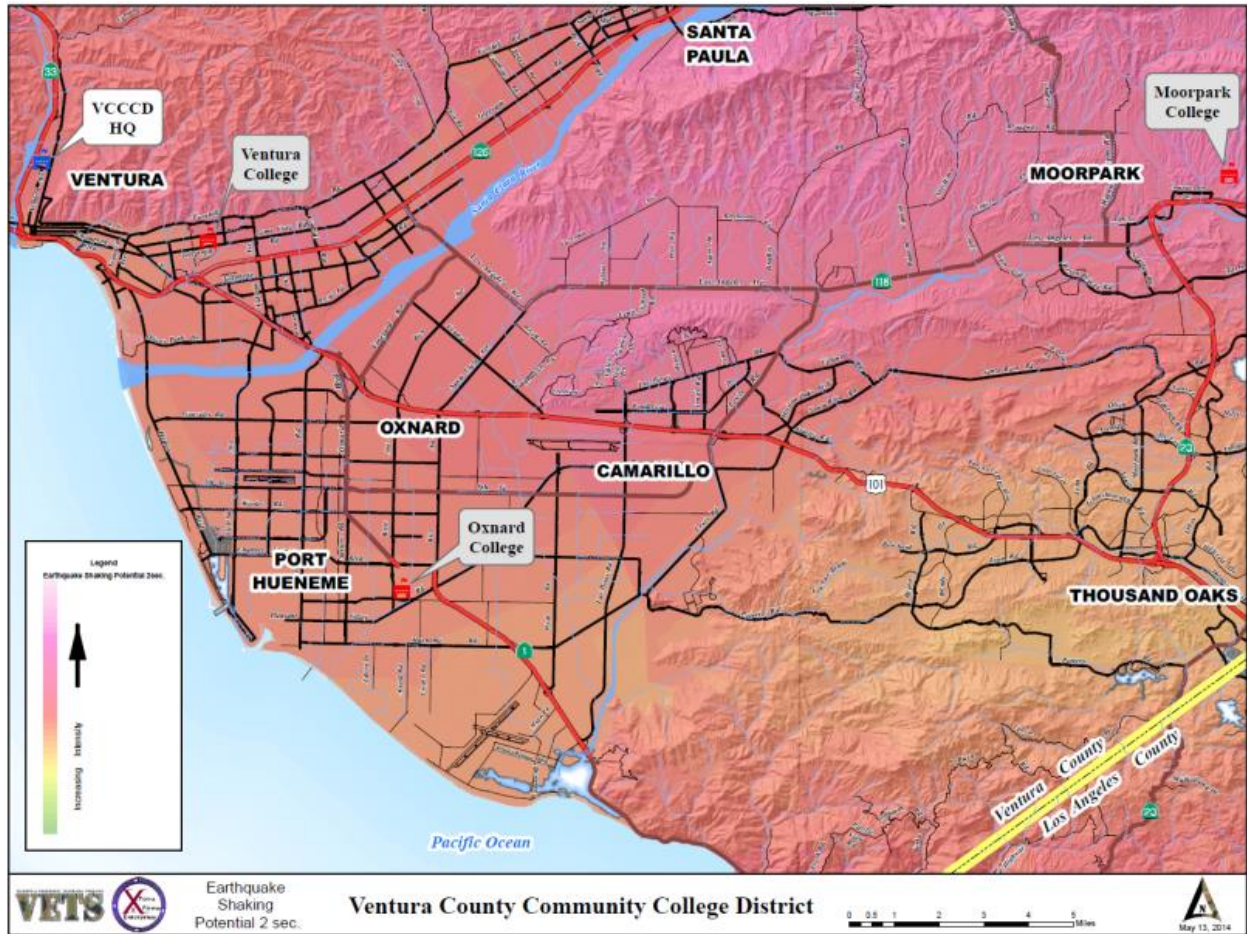
The Finance/Administration Section Chief is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for finance services will the Section be activated. Major responsibilities of the Finance/Administration Section Chief are to:

- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as requested.
- Ensure compensation and claims functions are being addressed relative to the incident.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the Finance/Administration Section and fill Section supply and support needs.
- Determine the need to set up and operate an incident commissary.
- Meet with assisting and cooperating agency representatives as needed.
- Maintain daily contact with agency(s) headquarters on finance matters.

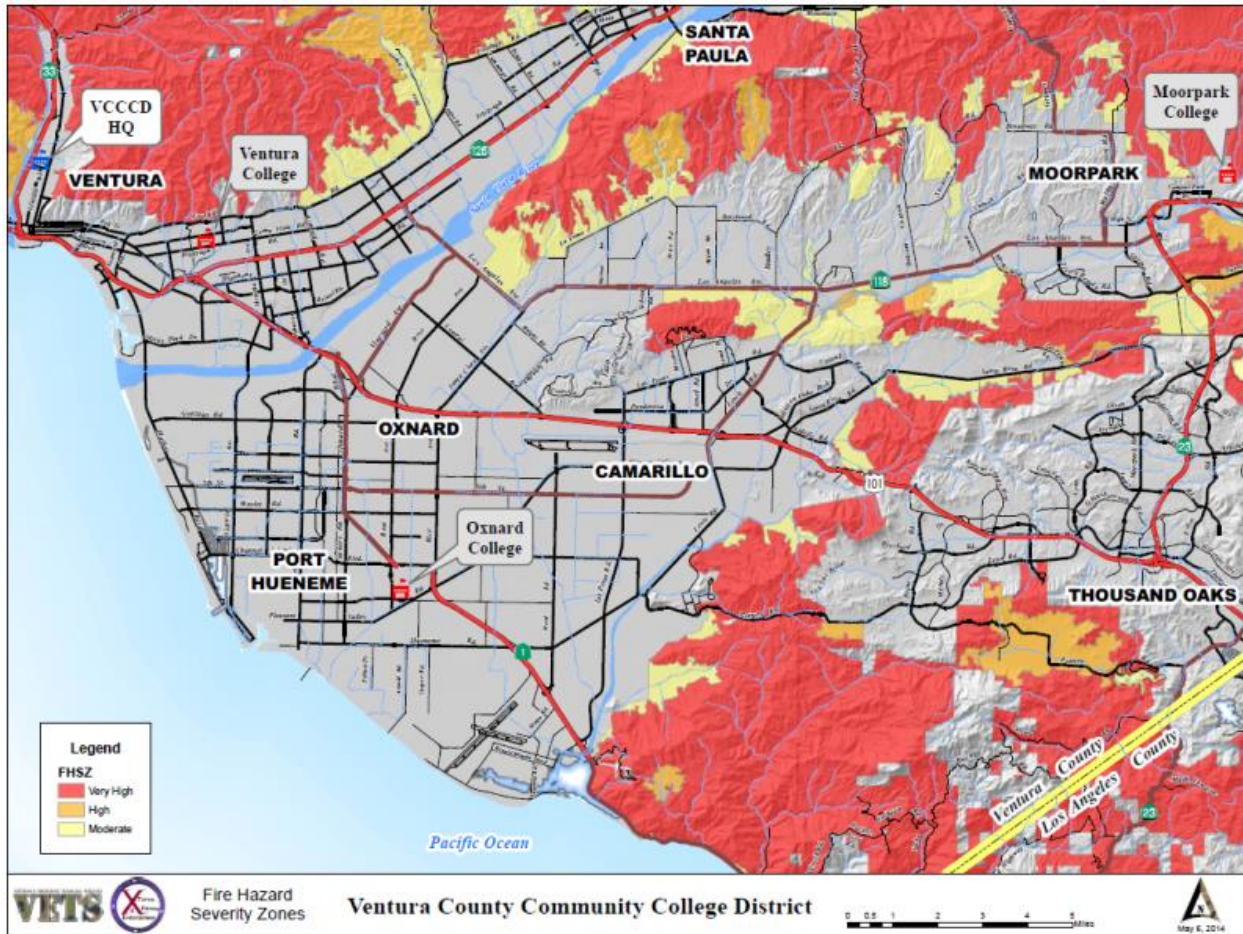
- Ensure that personnel time records are completed accurately and transmitted to home agencies.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow up.
- Provide input to the IAP.

# Appendix F- Hazard Maps

## Earthquake Hazard Map

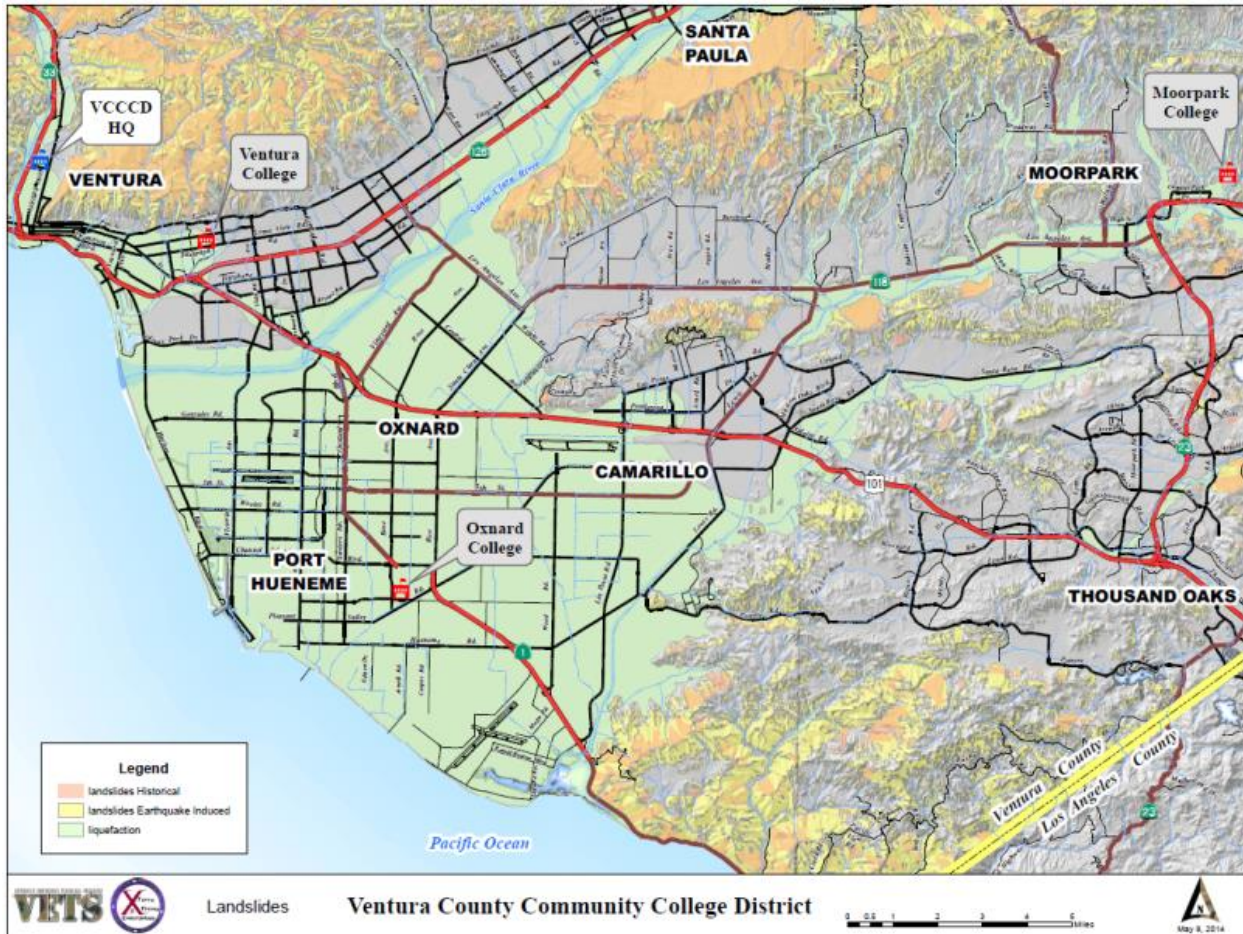


# Fire Hazard Zone Map





# Landslides Map



## Appendix G- Post-Incident Review and Analysis

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After an incident, evaluate the effectiveness of public information protocols and procedures to improve for the next incident. Utilize root-cause analysis principles and include outside agency representatives, organizations and community groups participating in or affected by the incident or crisis event.

### Goals and objectives

- How was the PIO initially contacted/informed of the event?
- When was the PIO initially contacted/informed of the event?
- What resources did the PIO use to gather the information?
- What sources of information were available to the PIO?
- What instructions/direction was given to the PIO?
- Where was the PIO located during the event?
- What actions did the PIO take based on the information?
- What response did the PIO receive from the information that was shared?
- Who was the recipient of the information?
- What problems/challenges related to communications/information sharing did the PIO encounter during the event?

## Appendix H- Pre-Formatted Alert Messages

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### Wind/Heat Advisory

This is Moorpark College with a special weather advisory. The National Weather Service has issued a Wind/Heat warning affecting the following area(s): \_\_\_\_\_ until \_\_\_\_\_. It is recommended that you stay indoors, preferably in an air-conditioned location. If you must go outside, please wear lightweight, light-colored, and loose-fitting clothing. Drink more fluids than usual while avoiding sugary, caffeinated, or alcoholic drinks. Remember that fans become ineffective in temperatures over 95°F. Avoid activities that involve using open flame or using machines that may cause a spark, around any brush or dry grass areas. For additional information please visit the Moorpark College website at <http://www.MoorparkCollege.edu> or use our VCCCD mobile app.

**Short Notice:** Wind/Heat warning in effect. Stay indoors, stay cool, and stay hydrated. Do NOT use machines around dry brush. Contact Moorpark College for further information.

### School Closure

This is Moorpark College with a school closure advisory. The Moorpark College campus is closed for DURATION. For additional information please contact your school, visit the MOORPARK COLLEGE website at <http://www.MoorparkCollege.edu> or use our VCCCD mobile app.

**Short Notice:** \*\*\*\*\* Moorpark College is closed today. Contact Moorpark College for more info.

### Public Health Emergencies

This is Moorpark College with an urgent message. There is a public health emergency involving \*\*\*\*\* effecting AREA/s. It is recommended that you avoid close contact with people who are sick and stay away from work or school if you become ill. Make sure to cover your mouth and nose when coughing or sneezing and wash your hands frequently. For additional information please visit the Moorpark College website at <http://www.MoorparkCollegeready.org/> or use the VCCCD mobile app.

**Short Notice:** Cases of \*\*\*\*\* reported on the Moorpark College campus. Limit contact with others and contact Moorpark College for further information.

### Active Shooter Incidents

This is Moorpark College with an urgent message. There is an active shooter incident occurring at \_\_\_\_\_. It is recommended you run, hide, or fight. If you can get clear of the affected area, do so immediately. Leave personal items behind and do not stop for any reason. If you do not have a clear escape route, hide, and shelter in place. Turn your cell phone to silent, stay quiet, and wait for law enforcement to manage the situation. As a last resort, if confronted by an attacker, FIGHT! For additional information please visit the Moorpark College website at <http://www.MoorparkCollege.edu> or use the VCCCD mobile app.

**Short Notice:** Active shooter reported at \*\*\*\*\*. RUN, HIDE, or FIGHT! Contact Moorpark College for further info.

### Other Non-Weather Incidents/Emergencies

This is Moorpark College with an urgent message. There is a(n) \_\_\_\_\_ INCIDENT \_\_\_\_\_ effecting \_\_\_\_\_ AREA \_\_\_\_\_. It is recommended \_\_\_\_\_ SPECIAL INSTRUCTIONS \_\_\_\_\_. For additional information please visit the Moorpark College website at <http://www.MoorparkCollege.edu> or use the VCCCD mobile app.

#### Examples:

- Plane Crashes
- Wildland Fires
- Earthquakes
- Law Enforcement events
- Power outage

### Community Message & Non-Emergency Notification

This is Moorpark College with a non-emergency message: \_\_\_\_\_. For additional information, visit the Moorpark College website at <http://www.MoorparkCollege.edu> or use the VCCCD mobile app.

#### Examples:

- Road Closure / Construction
- College Meetings/College Council / College Government / Police & Fire Administrative Message

- Water main break

### **Miscellaneous Significant Emergency Incident or Crisis Event**

This is Moorpark College with an emergency notification system message. There is a(n) \_\_\_\_\_INCIDENT\_\_\_\_\_ effecting \_\_\_\_\_ AREA\_\_\_\_. It is recommended \_\_\_\_\_SPECIAL INSTRUCTIONS\_\_\_\_\_. For additional information please visit the Moorpark College website at <http://www.MoorparkCollege.edu> or use the VCCCD mobile app.

#### ***Examples:***

- Police Tactical Event / Hostage Situations / Barricaded Situations
- Bomb Threat
- Multi-agency event
- HazMat incident or crisis event
- Animal escape

### **ENS Scheduled Test**

This is Moorpark College with a test of the Emergency Notification System. If this were an actual emergency, additional information would have followed. This concludes the test message of the Moorpark College Emergency Notification System.

# Appendix I- Campus Emergency Map

- AA ..... Applied Arts Building (Forum AA-147)
- AC ..... Academic Center
- AD ..... Administration
- BB ..... Baseball Field
- CC ..... Campus Center (Bookstore, Cafeteria, Assoc Students)
- CD ..... Child Development Center
- EATM ..... Exotic Animal Training & Management
- FH ..... Fountain Hall (Outreach, Career Transfer Center, EOPS, Financial Aid, International Students)
- FLR1, 2, 3, 4 ..... Flexible Learning Rooms
- FM ..... Facilities, Maintenance & Operations
- FORUM ..... AA-147
- FS ..... Field House
- GM ..... Gymnasium
- HF ..... Field Hockey Stadium
- HI, H1, H2 ..... High School @ MC (Lot 5)
- HM ..... Humanities/Social Science Building
- HS ..... Health Science Center
- LL ..... Library Learning Resources
- LM ..... ACCESS (DSPS) Natural Sciences, Computer Studies
- MA ..... Communications Building
- MB ..... Music Building
- O ..... Observatory
- PA ..... Performing Arts
- PD ..... Campus Police
- PE ..... PE Annex Offices
- PS ..... Physical Sciences
- SB ..... Softball Field
- SF ..... Soccer Field
- SS ..... Student Services Annex
- ST ..... Griffin Stadium
- TB ..... Technology/Business
- TC ..... Functional Outdoor Training Space
- TN ..... Tennis Court
- Z0, Z1, Z2 ..... Zoo Buildings



# Appendix J- Stair Chair Locations

- 
- 2 At The Basement Of Campus Police Station
  - 1 At The First Floor Of Fountain Hall
  - 1 In Campus Police Station
  - 1 In Campus Police Vehicle Trunk
  - 1 In The M&O Office
  - 1 In The Technology Building Storage Room
  - 1 In The LMC Building – In The ACCESS Area
  - 1 On The Third Floor Of The LLR Building

## Appendix K- ACCESS Student List

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### Locations and Student Disabilities- SPRING 2022

Days	Times	Building-Room	Limitation
MW	10:00-11:50	AC-203	Blind
MW	11:30-12:45	AC-304	Blind
MW	11:30-12:45	PS-134	Mobility
MW	11:30-12:45	AC-109	Mobility
MW	11:30-13:20	AC-112	Mobility
MW	13:00-14:15	AC-304	Blind
M	13:00-14:50	HSS-238	Blind
MW	15:30-17:45	PA-149	Mobility
MW	18:00-21:15	PA-149	Mobility
M	18:00-20:50	HSS-100	Mobility
TR	8:30-9:45	AC-206	Mobility
TR	10:00-11:15	CDC-132	Mobility
TR	10:00-11:50	AC-309	Mobility
TR	11:00-11:50	PA-128	Wheelchair
TR	11:30-12:45	AC-109	Blind
TR	13:00-15:15	PA-100	Wheelchair
TR	13:00-14:15	AC-102	Mobility
TR	13:00-14:15	AC-203	Blind
TR	13:00-14:50	ZOO	Mobility
TR	15:00-15:50	ZOO	Mobility
T	18:00-22:50	T-217	Mobility

Disabled Student Program Services keeps updated list on file.



## Appendix L- Emergency Contact List

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Los Angeles County Animal Control	562-940-6898
City of Moorpark Department of Public Works	805-517-6255
Ventura County Fire Department	805-388-4279
Los Robles Regional Medical Center Emergency Department	805-370-4435
Ventura County Star	844-331-9990
KNX News Radio Newsroom	323-569-1070
Local TV Station (GRBC)	805-882-3900
Moorpark College Police Dispatch	805-378-1455
Ventura County EMS Agency	805-981-5301
Moorpark College Student Health Care	805-378-1433
California Office of Emergency Services (OES)	800-852-7550
Poison Control Center	800-222-1222
Ventura County Sheriff's Department (Non-Emergency Dispatch Number)	805-654-9511

# **Appendix M- The High School At Moorpark College Security And Emergency Procedures**

## **Overview**

The High School at Moorpark College has developed safety and emergency action plans which provide detailed guidance for use as necessary for student and staff safety. This document includes strategies and programs that provide or maintain a high level of school safety, and procedures for complying with existing laws related to school safety.

## **Safe Ingress/Egress Procedures**

Check-in procedures have been established for visitors coming on site. Adults checking out students, volunteers on campus, and substitutes check in at the office before proceeding to their destination.

Students check in with their teachers when they take attendance at the beginning of each class. Freshmen and Sophomores sign out at the end of each day.

## **Emergency Contacts**

Shirleen Oplustic: Principal (805-298-3162)

Mariana Gaeta: Staff Secretary (818-220-1542)

## **Communication Signals**

HSMC is equipped with an intercom communication system. This gives the principal the ability to broadcast announcements to each classroom. For general alarms and announcements, HSMC relies on the Moorpark College communication system.

## **Actions**

Evacuation Procedures:

- Students leave HSMC classrooms and proceed to evacuation site (grass area at the bottom of hill behind LLR)
- Teachers take roll and report to principal
- Principal directs teachers and students

- HSMC students in college classes meet at the evacuation area.

#### Lockdown/Shelter in Place Procedures:

- Close and lock classroom doors and windows
- Turn off lights
- Under any circumstances, do not open doors until the end of the lockdown
- Silence all mobile phone
- Contact principal to inform her about any missing students

#### Active Assailant On Campus

- If the assailant is on top of the main campus, shelter in place.
- If assailant is close not a great distance away, follow “flight, hide, fight” protocol
- If students and teachers must leave campus, the meeting place is at the corner of Delfen Street and Campus Park Drive. At that time teachers will take attendance to determine whether all students are accounted for.
- Students who are in college classes should meet teachers at the same place and contact administration by calling the office and emailing the principal and staff secretary.

#### Earthquake Procedures

- “Duck, Cover, Hold”
- When the tremors subside, evacuate classrooms to meet at the evacuation site where teachers will take attendance to account for all students.
- Students in college classes, meet at evacuation sites and/or call the office and email the principal and staff secretary to ensure they are safe.

#### Hazardous Material Spill

- First priority is student and staff safety, then the environment, then property
- Determine action, determine whether the students need to shelter in place or leave the building. (Principal will be in contact with law enforcement and Moorpark College)
- Check for adverse medical symptoms and request immediate medical attention
- Remain on campus until directed to leave.

#### Student Release

- Principal and Staff Secretary will be responsible for releasing students
- All students will be released from the HSMC office or TR5 unless it is not safe to do so. Backup release areas are the fire evacuation area and the HSMC parking lot.
- Students will be released to people listed as their emergency contacts **only**.
- Students with vehicles will not be released without parent contact and permission

## **Appendix N- Emergency Operations Center Plans**

The following document serves as a Standard Operating Guideline for the Moorpark College Emergency Operation Center activation, operation and demobilization in the event of a natural or man-made disaster.

### **Activation**

It has been determined the decision to activate the EOC will be the responsibility of the Incident Commander. Once the decision has been made to activate the EOC the Logistics Section Chief is responsible for opening the Primary or Secondary location to initiate EOC activity. Upon EOC activation the Logistics Section Chief becomes the EOC Director.

### **Logistics Section Chief (EOC Director)**

To establish accountability in EOC Operations, the **Logistics Section Chief** is designated as the **EOC Director**.

### **Pre-EOC Activation Duties:**

The EOC Director is responsible for the following EOC Duties prior to activation:

- Ensuring that the College is supplied with sufficient EOC Equipment
- Ensuring that proper EOC equipment checks are being performed
- Ensuring that EOC training is taking place on a regular basis
- Demobilizing the EOC

### **Full or Partial EOC Activation Duties:**

The EOC Director is responsible for the following EOC Duties upon activation notice from Incident Commander:

- Activation (Partial/Full) of EOC - Notify and utilize “Unit Leaders” from Logistics Section to assist with EOC setup
- Open storage equipment doors for Primary EOC located at the Administration Lobby.
- Open storage equipment doors for Secondary EOC located at the Gymnasium.
- Survey EOC Room to verify appropriate conditions for activation:
  - White Boards Erased
  - Chairs and Tables positioned
  - Equipment ready for use
- Power up televisions (if provided) and set each to different local news stations; mute with captions

- Post EOC call-in phone number(Planning Section) for reporting incident updates and other relevant phone numbers.
- Provide laptops for Command, Finance, Logistics, Operations
- Obtain Incident Briefings and Update EOC personnel on a continuing basis
- Handle all food, water, coffee needs for EOC participants
- Assign and Sign-In EOC participants upon arrival and distribute High Visibility Vests
- Manage all EOC Operations during incidents
- Provide Security for the EOC(Campus Police)
- Determine status of IT (i.e communications, Wi-fi, etc.)
- Welcome Agency Reps as they arrive
- Circulate and ensure personnel understand their roles, fulfill EOC responsibilities, and ensure that EOC procedures function smoothly
- Notification of Industry Partner EOC's(Local City EOC)
- Notification of California's Governor Office of Emergency Services
- Notification of the American Red Cross

### **Post Activation Duties - EOC Demobilization**

- If possible, conduct EOC After Action Review at Incident Termination
- Utilize Logistics Section Personnel for EOC demobilization
- Return and secure all EOC equipment to storage location
- Complete the Sit/Stat report (ICS Form 209)

Ensure that all ICS 214's are collected and given to the Situation/Status Unit Leader

### **Location**

Moorpark College has identified a Primary EOC and a Secondary EOC to fit the needs of the incident and allow for flexibility as an incident develops and expands. The following locations have been identified as the EOC Locations:

- Primary EOC Location:           **Administration Building Lobby**
- Secondary EOC Location:       **Gymnasium**

These locations have been identified with consideration to vulnerability, traffic and congestion, accessibility, parking, communications, security and scalability. If the Primary EOC locations is negatively impacted, the Incident Commander can make the decision to utilize the Secondary EOC location.

**Opening the Primary EOC:           Administration Lobby**

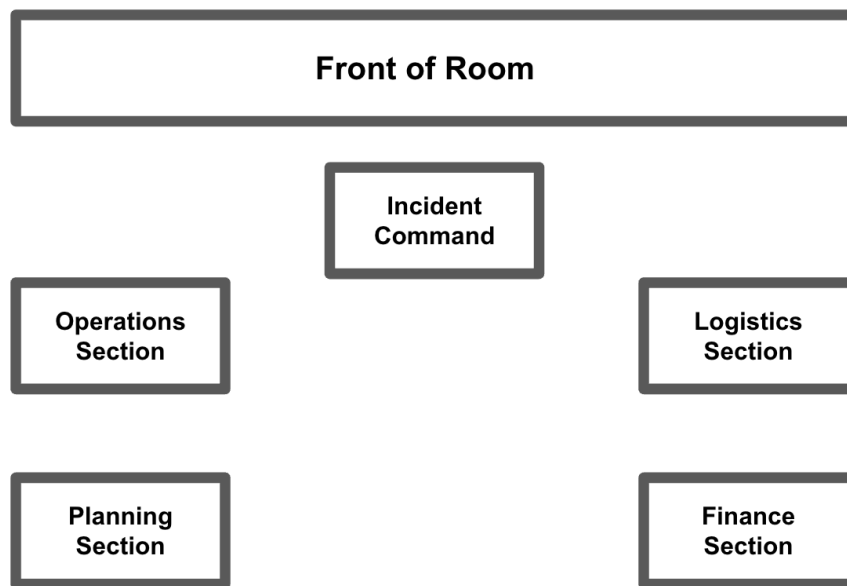
**During Business Hours**

- Keys are located at M&O
- Contact John Sinutko (805) 553-4672
- Campus PD

**After Business Hours**

- Keys are located at M&O
- Contact John Sinutko (805) 553-4672
- Campus PD

**Primary EOC Layout**



**Opening the Secondary EOC: Gymnasium**

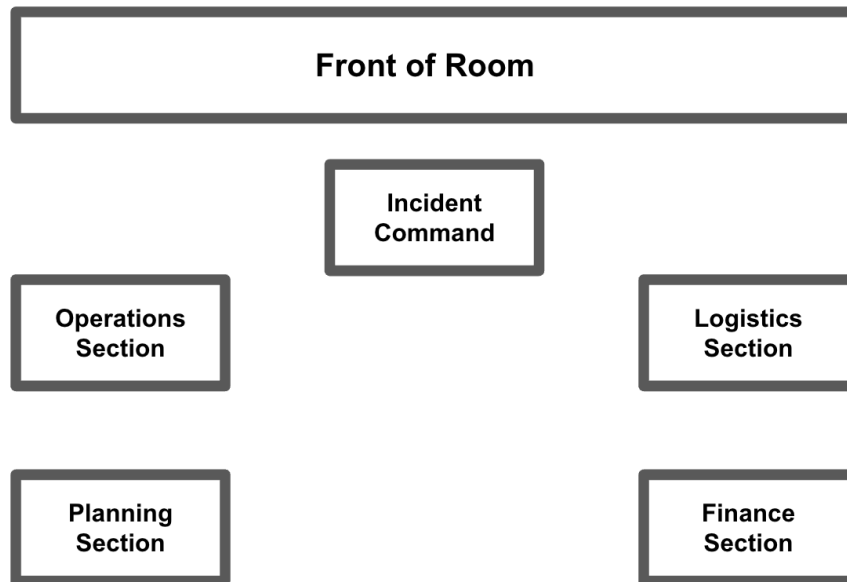
**During Business Hours**

- Keys are located at M&O
- Contact John Sinutko (805) 553-4672
- Campus PD

**After Business Hours**

- Keys are located at M&O
- Contact John Sinutko (805) 553-4672
- Campus PD

## Secondary EOC Layout



### Equipment and Storage

EOC equipment is stored at the following locations:

Administration Building Lobby & Gymnasium and consists of the following:

- Specific ICS FEMA Forms for each Section (IC - FLOP)
- Large Tables (5) (IC - FLOP)
- Chairs (40) Eight per table
- Mobile Dry Erase Boards (5) (IC - FLOP)
- Large Smart Board (1) (IC)
- Command Boards (5) (IC - FLOP)
- Chromebooks mounted on a moving cart (10)

### Equipment and Storage(cont.)

- Bluetooth Printers (2)
- Wi-Fi Hotspots (4-5)
- Flip Chart Paper Adhesive Back (5) (IC - FLOP)
- Electrical Extension Cords
- Power Tower (5) (IC - FLOP)

- Generators for Backup Use
- High Visibility Vests for All (50)
- Radios
- Satellite Phone
- Administrative Supplies

## Checks

Necessary equipment checks shall be performed on a monthly basis.

- **Location-** Ensure accessibility(Test both sets of keys), ensure construction projects do not inhibit access/egress, storage does block storage or ability to access necessary equipment, bathrooms are functioning, power to structure. Test both sets of keys.
- **Equipment-** Ensure accessibility and inventory, any equipment with a battery should be operated/charged as per manufacturer guidelines

## Levels of Emergencies

It has been predetermined that the EOC can be partially activated in a Level 2 Emergency at the discretion of the incident Commander. The EOC will be “fully activated” in a Level 3 Emergency.

“Fully activated” requires that all Moorpark College Incident Management Team Members report to the EOC.

## Communications/Notification

The Incident Commander assumes responsibility of identifying the Level of Emergency, needs of the incident and making proper notifications to appropriate IMT Members. These factors will assist in the decision making process ultimately used to mitigate the incident.

**The VP of Business Services is responsible for notifying the Operations Section Chief, Finance Section Chief, Logistics Section Chief and the Plans Section Chief. The respective Section Chiefs shall notify the Unit Leaders under their Command.**

Members will be notified using the following methods:

- Personal Cell Phone (call or text)
- Hand-held radio
- Revolution Phone App
- Emergency Notification System



- Email

## Security

The Logistics Section Chief shall communicate with Campus Police in order to staff EOC Security.

## Backup Power

Back up power has been secured in the form of generators. These are located at Campus Police.. These generators are to remain in functional position at the identified EOC in the event of a loss of power to the primary or secondary EOC.

## Documentation

**Incident Command** Related FEMA ICS Forms:

- [ICS 201](#) -Incident Commander - Incident Briefing Form
- [ICS 208](#) -Safety Officer - Safety Message Plan
- [ICS 213](#) -Anyone - General Message
- [ICS 214](#) -Everyone - Activity Log
- [ICS 215A](#) -Safety Officer - Incident Action Plan Safety Analysis

**Operations Section** Related FEMA ICS Forms:

- [ICS 204](#) -Operations Section Chief and Resources Unit Leader - Assignment List
- [ICS 206](#) -Medical Unit Leader (reviewed by Safety Officer) - Medical Plan
- [ICS 213](#) -Any Member - General Message
- [ICS 214](#) -All IMT Members - Activity Log
- [ICS 215](#) -Operations Section Chief - Operational Planning Worksheet
- [ICS 220](#) -Operations Section Chief or Air Branch Director - Air Operations Summary Worksheet

**Planning Section** Related FEMA ICS Forms:

- [ICS 202](#) -Planning Section Chief - Incident Objectives
- [ICS 203](#) -Resources Unit Leader - Organization Assignment List
- [ICS 204](#) -Resources Unit Leader and Planning Section Chief - Assignment List
- [ICS 209](#) -Situation Unit Leader - Incident Status Summary
- [ICS 211](#) -Resources Unit - Check In Recorder
- [ICS 213](#) -Any Member - General Message
- [ICS 214](#) -All IMT Members - Activity Log
- [ICS 221](#) -Demobilization Unit Leader - Demobilization Unit Leader

**Logistics Section** Related FEMA ICS Forms:

- [ICS 205](#) -Communications Unit Leader - Incident Radio Communications Plan
- [ICS 205A](#) -Communications Unit Leader - Communications List
- [ICS 210](#) -Communications Unit Leader - Resource Status Change
- [ICS 213](#) -Any Member- General Message
- [ICS 214](#) -All IMT Members - Activity Log
- [ICS 218](#) -Ground Support Unit Leader or Transportation Unit Leader - Support Vehicle Equipment Inventory

**Finance Section** Related FEMA ICS Forms:

- [ICS 213](#) -Any Member- General Message
- [ICS 214](#) -All IMT Members - Activity Log

## **Appendix O- Exotic Animal Training and Management Emergency Protocols**

EATM Emergency Operation Plan attached in full on the following pages.