



## ADMINISTRATIVE PROCEDURE

---

**TITLE: Emergency Response Plan**

**ADMINISTRATIVE PROCEDURE # 3505** *(was 605AP)*

**RELATED TO POLICY # 3505 EMERGENCY RESPONSE PLAN**

---

### **A. EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

1. General information about the emergency response and evacuation procedures for Umpqua Community College are publicized each year as part of the College's Clery Act compliance efforts and that information is available on the Campus Security webpage on the college website.
2. All members of the campus community are notified on an annual basis that they are required to notify the Chief of Campus Security of any incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees on campus. The Chief of Campus Security has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Chief of Campus Security has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.
3. Upon confirmation or verification by the College that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the College will determine the content of the message and will use some or all of the systems described below to communicate the threat to the campus community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The College will, without delay, take into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders including, but not limited to: Chief of Campus Security and/or Director of Facilities and Security or anyone serving in the capacity of Incident Commander compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

4. In the event of a serious incident that poses an immediate threat to members of the campus community, the College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include: *network emails, emergency text messages that can be sent to a phone or Personal Digital Assistant (individuals can opt out of this service through the registration onboarding process) public address system, phone calling trees, the College website and emergency messages that scroll across computer screens when logged into the Umpqua Community College computer system*. The College will post updates during a critical incident on the Umpqua Community College web site at [www.umpqua.edu](http://www.umpqua.edu).
5. The College Public Information Officer (PIO) will be responsible for the dissemination of emergency information to the larger community through communication methods predetermined by PIO and Communications.

## **B. TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

1. An evacuation drill is coordinated by the Chief of Campus Security three times per year for all facilities on campus. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The Chief of Campus Security will establish locations for evacuation in advance however may modify those locations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, the Chief of Campus Security and College staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.
2. Evacuation drills are monitored by the Chief of Campus Security and Director of Facilities and Security to evaluate egress and behavioral patterns. Reports are prepared by participating Building Marshals which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration.
3. The College conducts a number of announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. The Chief of Campus Security and the Director of Facilities and Security coordinate announced and unannounced evacuation drills no less than 3 times per year, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. For each test conducted, the Chief of Campus Security will document a description of the exercise, the date, time, and whether it was announced or unannounced. The

College will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

### **C. PURPOSE**

The Emergency Response Plan is the College's planned response to all hazards on or affecting the campus or surrounding community. The plan will be activated by the Incident Commander or his/her delegated representative. The emergency response plan details actions and responsibilities for all employees of the College Emergency Response Team.

### **D. RESPONSIBILITY**

All employees of the College Emergency Response Team must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employee's emergency response responsibilities. Training meeting this requirement are conducted in the Emergency Operations Plan found in each building.

### **E. EMERGENCY OPERATIONS CENTER (EOC)**

1. The Emergency Operations Center (EOC) will be activated during emergency situations. The Director of Facilities and Security will activate the EOC by assembling the Emergency Response Team (ERT). The ERT staff will direct the College response to the emergency situation, coordination with outside agencies and requests for outside support. The ERT staff will be aided in their duties by Building Marshals that are trained response personnel from the College employees.
2. The ERT is composed of the Policy Council, Incident Commander, Public Information Officer, Planning Coordinator, Liaison Officer, Logistics Coordinator, Finance Coordinator, Safety Officer and Operations Coordinator. The ERT shall:
  - a. Declare a major emergency in the event of earthquake, explosion, flood, etc.
  - b. Assess the overall disaster based on reports from area managers
  - c. Initiate the emergency notification chain (call back of employees)
  - d. Mobilize any additional staff to heavily damaged areas
  - e. Determine the "All-Clear" when the disaster is over
3. All press releases will be prepared by the Public Information Officer. In absence of this person, the key administrator will designate an individual responsible for this function.

### **F. PREPAREDNESS**

The College's preparedness is based on pre-staged supplies, training and awareness, emergency drills, and support agreements with civil and private agencies. All employees of the College will receive or be given the opportunity for training in

responding to and managing emergency situations according to federal and state laws and regulations. The best response to emergency situations is preparedness.

## **REFERENCES**

Homeland Security Act of 2002;  
National Fire Protection Association 1600;  
Homeland Security Presidential Directive-5;  
34 Code of Federal Regulations Part 668.46(b)(13), (e), and (g);  
Occupational Safety and Health Act of 1970 and 29 Code of Federal Regulations  
Parts 1910 et seq.;  
NWCCU Standard 3.A.5  
No Oregon statutory requirement

## **RESPONSIBILITY:**

The Director of Facilities and Security is responsible for implementing and updating this procedure.

---

## **NEXT REVIEW DATE:**

**DATE OF ADOPTION: 2/10/2021 by CC**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**