



SJVC
Purchasing and Facilities
Emergency Action Response Team
Overview
Business Mitigation Plan



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Purpose

This Emergency Action Response Plan - EARP, has been developed by San Joaquin Valley College – SJVC in order to define the actions to be taken prior to and immediately following a major disaster or should a riot or public disturbance occur on company premises. The objectives in an emergency are to protect employees, students and visitors from serious injury, property loss or the loss of life due to one of the following:

- Fire
- Tornado
- Earthquake
- Bomb Threat
- Riot or Public Disturbance
- Hazardous Chemical Spill

This plan intentionally omits violence in the workplace as a major disaster. The procedures to reduce the probability of violence in the workplace and the actions to be taken should it occur are addressed in the company's Workplace Violence Plan.

This plan is available to all associates upon request to the SJVC Safety and Compliance Manager.

Should a disaster event occur which may require implementation of SJVC's EARP, the SJVC Emergency Action Response Team – EART will be activated. The duties and responsibilities of the EART will be overseen by the Sr. Management Team, which serves in the capacity of Crisis Management Team – CMT.

Following any disaster, directions or requests from any CMT team member or the local authorities responding to the event will be regarded as having originated from the Chairman President/CEO and will be followed as quickly as possible.

Following the occurrence of an incident, the Emergency Action Response Team will:

1. Assess the nature and extent of the emergency.
2. Assume control of all emergency actions.
3. Assign tasks to regional employees to carry out specific actions that may be deemed appropriate and necessary.
4. Order evacuation if deemed necessary.
5. Take any other action necessary to protect the safety of all SJVC employees, students and visitors.

Emergency Response Team

Organization

San Joaquin Valley College has established an Emergency Action Response Team **EART**. This team will be composed of:

- 1. Team Leader - Ember Chief Financial Officer – CFO**
- 2. Alternate Team Leader – Ember Chief Operating Officer - COO**
- 3. Alternate Team Leader - SJVC College President - President**
- 4. Member – Ember Chief Operating Officer - COO**
- 5. Member - SJVC College Vice President of Administration - VPA**
- 6. Member - Ember Vice President of Purchasing - VPP**
- 7. Member - Ember Vice President Real Estate & Facilities -VPRF**
- 8. Member - College Purchasing and Facilities Manager – CPFM**
- 9. Member - Ember VP of Information Services – VPIS**
- 10. Member – College Director of Network Operations – CDNO**

All members of the Emergency Action Response Team reports directly to the Team Leader - Ember CFO. If CFO is not available, the team will report to the Ember COO or SJVC College President.

Primary Team Responsibilities

Prior to the occurrence of an incident, the EART will:

1. Develop emergency evacuation routes to ensure that associates can quickly exit the facility following an incident requiring evacuation.
2. Designate assembly points outside the facility where associates and visitors are to assemble following an emergency evacuation. (Note: The assembly point locations have been established so as not to interfere with local authorities responding to the incident.)
3. Develop emergency procedures for the disaster events identified in the purpose of this action plan.
4. Coordinate with the regional Campus Director and Management staff for the evacuation routes, emergency procedures and emergency telephone numbers to be included in the Associate Handbook provided to all employees and students.
5. Designate individual employees as Floor and or Building Wardens.
6. Ensure that all Floor and Building Wardens are trained to carry out the responsibilities assigned to this position.
7. Ensure that all security personnel and all first-line supervisors are certified by the American Red Cross to provide CPR and First Aid.
8. Designate employees who will be responsible for using portable fire extinguishers.
9. Ensure that all security personnel and those employees designated to use portable fire extinguishers are trained in their use.
10. Annually review the action plan and revise as necessary.
11. Train all employees in their duties under this plan.
12. Ensure that key personnel know the location of the primary and alternate Emergency Command and Control Center.
13. Designate employees who will monitor local broadcast stations for weather bulletins whenever a "watch" condition is declared for the local area.
14. Plan training exercises to test evacuation plans.
15. Coordinate with each regional campus Safety Committee to ensure that:
 - All emergency equipment is maintained and available. This includes identifying the location where the emergency equipment is stored.
 - Emergency evacuation route maps are posted and clearly visible at all exits.
 - Posters are placed throughout the facility at appropriate locations designating the Floor Wardens.
 - Signs are clearly visible to identify the location of safety equipment (e.g. fire extinguishers).
 - Emergency telephone numbers are posted on the bulletin board and in other conspicuous locations.
16. Recognizing that some departments may have specialized requirements and need to develop a plan to supplement this plan, the Emergency Action Response Team is the sole authority for:
 - Reviewing and approving departmental plans.
 - Coordinating any employee training that may be required by such departmental plans.

Individual Team Member Responsibilities

Team Leader - CFO

1. Serve as the permanent Team Leader for the Emergency Action Response Team.
2. Ensure that working relationships have been established with local authorities that may respond to an incident at our facility.
3. Ensure that each campus Safety Committee has established and maintains primary interface procedures for contacting local authorities responding to an incident at our facility.
4. Coordinate an assessment of the incident to determine damage to any SJVC facility / property, which may have been sustained as a result of an incident and/or how long authorities estimate we will be unable to enter or use facilities.
5. Ensure that the Emergency Action Response Plan is in place and maintained.
6. Maintain communication continuity between the EART and the CMT

Alternate Team Leader - AVP

1. To fulfill the below mentioned responsibilities in absence of the Team Leader - CFO
2. Serve as the permanent Team Leader for the Emergency Action Response Team.
3. Ensure that working relationships have been established with local authorities that may respond to an incident at our facility.
4. Ensure that each campus Safety Committee has established and maintains primary interface procedures for contacting local authorities responding to an incident at our facility.
5. Coordinate an assessment of the incident to determine damage to any SJVC facility / property, which may have been sustained as a result of an incident and/or how long authorities estimate we will be unable to enter or use facilities.
6. Ensure that the Emergency Action Response Plan is in place and maintained.
7. Maintain communication continuity between the EART and the CMT

Member – Safety and Compliance Manager – SCM

1. Prepare and maintain contact regional listings for all emergency services
2. Ensure proper implementation and administration of the Emergency Action Response Plan, system wide.
3. Coordinate required EARP training for all employees system wide.
4. Serve as primary liaison between the college and SJVC's insurance carrier.

Member – Corp. Dir. of Real Estate Development – CDRED

1. Prepare initial and detailed cost estimates for infrastructure repair or replacement.
2. Prepare and maintain initial and detailed time schedules for infrastructure repair or replacement.
3. Establish emergency and permanent phone communications
4. Ensure that working relationships have been established with local construction contractors, which me be required to respond to an incident at one of our facility locations.
5. Initiate and arrange all construction repair or replacement projects
6. Coordinate EART responsibilities with other team members

Member – Corp. Dir. of Purchasing – CDP

1. Prepare and maintain detailed regional vendor contact listings.
2. Prepare initial and detailed equipment cost estimates for repair or replacement.
3. Prepare and maintain regional emergency equipment listings.
4. Prepare and maintain regional equipment listings for all curriculum programs.
5. Prepare & maintain initial & detailed replacement equipment delivery schedules.
6. Ensure readiness of security personnel to respond to security requirements that may arise as a result of the incident.
7. Coordinate EART responsibilities with other team members

Member – Vice President of Marketing – VPM

1. Assist the Team Leader in responding to the media following an incident.
2. Serves as the primary spokesperson for the college.
3. Ensure emergency notification recorded voice mail messages are changed.
4. Ensure main reception phone lines are forwarded.
5. Responsible for notification to Students if applicable
6. Coordinate EART responsibilities with other team members

Member – Corp. Dir. of Human Resources – CDHR

1. Assist the Team Leader in responding to employee inquiries following an incident.
2. Responsible for notification to employees if applicable.
3. Responsible for direct employee inquires following an incident.
4. Coordinate EART responsibilities with other team members.

Member – Corp. Dir. of Information Services – CDIS

1. Prepare and maintain regional emergency I/S equipment listings.
2. Establish temporary and permanent I/S communications
3. Prepare initial and detailed I/S equipment cost estimates for repair or replacement.
4. Prepare & maintain initial & detailed I/S reactivation time schedules.
5. Coordinate EART responsibilities with other team members

Emergency Command & Control Center

The Emergency Action Response Team will operate from a designated assembly point and or the regional facility building unless or until the incident requires evacuation of the building. When an evacuation occurs, the team will operate from alternate designated assembly point/s outside the building.

In the event of a hazardous chemical spill that results in local emergency authorities directing a building evacuation or the EART determining that evacuation of the building is appropriate, the EART may designate an assembly area for the team and for all employees evacuating the facility.

The locations to be used for assembly areas will be announced when the evacuation is ordered.

Communications

SJVC will provide each member of the EART with a cellular telephone device. This equipment is to be kept in working condition at all times and team members are expected to have this equipment with them (on their person) at all times.

Each team member's cellular telephone device will be preprogrammed by the SJVC IS department with the cellular telephone numbers of the other team members. The telephone numbers of other key organizational members may be preprogrammed into the telephones as directed by the Tam Leader.

The cellular telephones issued to the Emergency Action Response Team Leader and Alternate Team Leader will be preprogrammed with the cellular telephone numbers for the:

- All Senior Management s members, e.g., CMT
- All Senior Management Administrative Assistants
- All regional Campus Directors.
- All regional Facility Managers