


PROCEDURE

Subject	Emergency Procedures	Number: 1.16.01
Source	Vice President, Business & Administrative Services Page 1 of 2	Reference (Rule #) 6HX14-1.16
President's Approval/Date: 7-1-09		

Policy:

The President or his/her designee shall submit to the District Board of Trustees a plan to deal with emergencies such as fire, explosion, bomb threat, riot, insurrection, disease, or weather related conditions. This plan will be updated regularly to ensure that it properly responds to the current needs of students/faculty/staff/Campus visitors. The plan will be so designed to give advice on how to proceed through a threatened, anticipated or actual emergency.

Emergencies stem from "Critical Incidents" that can be anticipated such as possible severe weather conditions from an approaching hurricane; an anticipated emergency such as an explosive device found on Campus or an actual emergency such as a break out of fire in the College cafeteria kitchen. Emergencies can affect as few as just one person to as much as all of the College students/faculty/staff/community. The type and severity of the actual emergency will dictate just what resources are brought to the Campus and what measures will be necessary

Emergency Procedures Process:

- Annually, the College President or his/her designee in conjunction with the Department of Business Services and the Chief of Security acting as head of the Critical Incident Management Team will review the current set of "Emergency Procedures and make any necessary changes.
- Upon completion, the Emergency Procedures will be placed into manuals and distributed to the President, to members of the Critical Incident Management Team, to each Vice President and to the CEO of both the CIT and the Venice Campus.
- The manual is structured to give a detailed description of the procedures to be followed in a section by section layout. Instructions are included on how to handle the disposition of most emergencies.
- The President or his/her designee will, along with the Director of Business Services and the Chief of Security prepare "Emergency Procedure Instructions" to be updated annually and placed on the SCF web site.
- In addition, these "Emergency Procedures" will be available on the SCF web site.
- During an actual emergency, all interested parties are asked to visit the SCF web site for updates and instructions.

- NO one other than the President or his/her designee and the Chief of Security will have the authority to direct or to change existing “Emergency procedures”.
- After the resolution of any Critical Incident, the Critical Incident Management Team along with the Director of Business Services and Public Safety and the President or his/her designee will review all aspects of the incident along with its resolution to see if changes in procedures are necessary.