

**Subject:** Emergency Management

**Board Policy Reference:** CGC (LOCAL) Safety Program – Emergency Plans and Alerts

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## **EMERGENCY MANAGEMENT**

### Master Emergency Management Plan

In accordance with state requirements, Temple College maintains a multi-hazard emergency operations plan that provides for appropriate employee training, coordination with state and local entities, and implementation of a safety and security audit. *Education Code 37.108(a)*

The College has developed its Master Emergency Management Plan with the purpose of providing guidelines, procedures, and instructions for mitigating against, preparing for, responding to, and recovering from incidents that occur on College property, impacting the operation of Temple College, affecting the College's employees or students, or resulting in requests from other agencies or organizations for assistance from the College.

The Master Emergency Management Plan can be found on the College website:

<http://www.templejc.edu/about/emergency-management-safety/index.php>

### Emergency Drills

An important component of the Master Emergency Management Plan is conducting safety drills across the campus each long semester. These drills are organized by the Campus Police and are routinely conducted the second or third week of each long semester. Written summaries of each drill are presented by Campus Police to the Safety and Security Committee. These reports are analyzed to identify areas of improvement that may be needed to maintain a safe and secure environment for the students and employees of the College. A critical part of the evaluation process relates to the active participation of all employees. Non-participation will be reported to the appropriate supervisor.

### Emergency Management Building Plans

A detailed building plan has been created for each building at Temple College – on Main Campus, as well as off-campus sites. Each plan is designed to be an up-to-date reference for campus personnel that outlines important emergency information for each building. Each building plan contains contact information for key personnel, evacuation points, emergency assembly points, designated shelter areas, and locations of potential fire hazards and emergency equipment. Also included is a detailed map of each building identifying important safety aspects of each building.

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### Emergency Management Liaisons

At least one employee in each building has been identified to serve as Emergency Management Liaison for that particular building. The liaison serves a vital role to facilitate communication between administration/safety officials and the employees of the College. The liaison assists with emergency drills, updates information for the emergency management building plan, and notifies administration of safety concerns that may arise during the course of the school year. The liaisons meet with the chair of the Safety and Security Committee at the beginning of each long semester to discuss current concerns.

### Leopard Alert

In accordance with state requirements, Temple College maintains an emergency alert system called Leopard Alert that provides for timely notification to students, faculty, and staff of emergencies affecting the College or its students and employees. (*Education Code 51.218(b)*) Leopard Alert can be accessed from the Temple College home page.

### Safety and Security Committee

The Safety and Security Committee coordinates safety activities across the campus. The group is composed of administrators, faculty, staff and students from across the College. Meetings are typically conducted on a monthly basis during each long semester. A detailed outline of the composition of this committee can be found on page 11 at:

<http://www.templejc.edu/live/files/992-college-committees-councilspdf>

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