

District Office Program Review – Executive Summary

Unit title Emergency Preparedness

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Executive Summary

1. Unit description.

It is the mission of the Facilities Planning, Operations (FPO) & Public Safety Department (PSD) to provide a safe and secure environment that supports and enhances the educational mission of the colleges.

The Department is responsible for providing professional facilities management, safety, security, emergency and parking operations for the entire community college district on all of its facilities. The Department is also responsible for ongoing emergency preparedness training, workshops and exercises for students, faculty and staff.

The District has placed significant emphasis on preparation for disasters and other emergencies ensuring that FPO & PSD prioritizes emergency preparedness. In addition to in-house expertise and experience The Department contracts with a professional emergency preparedness consultant who monitors best practices throughout the nation and provides training to the entire district community.

2. Describe major accomplishments since last review.

This is the first full Emergency Preparedness Program Review.

However, in 2015-16 FPO, PSD, Information Technology Services (ITS) and others engaged in an extensive effort to establish emergency preparedness, hazard mitigation and continuity of operations practices and policies. To date these efforts have been focused on response to naturally occurring events. The primary activities undertaken are notable as they are new to the District and are representative of best practices in the region, state and nation. They include:

- a) Identification and cataloguing of equipment and assets necessary to respond to and maintain operations of critical campus facilities. This includes but is not limited to emergency generators, automated external defibrillators (AED's), fire protection assets, vehicles, tools, and other equipment.
- b) Development of a comprehensive Hazard Mitigation Plan (HMP) in partnership with 28 coalition members including the County of San Mateo, 18 city and town governments and 9 other special districts. The HMP identifies critical risks such as dam failure, earthquake, fire, landslides and the direct and indirect impacts of severe weather and climate change. As noted above the HMP does not assess any human-caused hazards other than dam failure. This HMP has sets clear mitigation goals, identifies appropriate actions and follows through with an effective mitigation strategy. Mitigation encourages long-term reduction

of hazard vulnerability and can reduce the enormous cost of disasters. The HMP helps protect critical community facilities, reduce exposure to liability, and minimize post-disaster community disruption.

- c) San Mateo County Community College Earthquake Preparedness Program: In January of 2016, in collaboration with ZFA Structural Engineers, SMCCCD developed a simple Building Occupancy Resumption Program (BORP) document for each campus that covers activation criteria, contact information, campus protocols and logistics as well as the development of building-specific plans for selected buildings on all three campuses as well as the District Office. ZFA completed an assessment of building systems and infrastructure that would require structural analysis in the event of an earthquake and developed a memo of understanding (MOU) to retain ZFA to perform Post-Earthquake Evaluations. The protocols were established using ACT-20 guidelines for the proper and complete interpretation of damage and posting classifications.
- d) Collaboration with the Office of Emergency Services: The District has a MOU with the OES and they have staged emergency preparedness supply trailers on each of the District's three campuses.
- e) Collaboration with the Red Cross: The District has an established MOU with the Red Cross to use facilities during an emergency.
 - a. Activation of a Red Cross Shelter: During the storms of 2014, the College of San Mateo was activated as a Red Cross Shelter. This event granted the District real and practical experience in preparation for future events.
- f) Other relevant preparatory, communications, and resiliency efforts:
 - a. Underground Utilities and Assets: In addition to the items listed above SMCCCD Facilities planning, Maintenance and Operations in collaboration with various consultants undertook an effort in April of 2015 to map all underground utilities and provide an asset management report. These campus-specific reports evaluate the condition, value and characteristics of gas, electric, communications, water, sanitary and storm water sewers.
 - b. Upgrade of Campus Communications: ITS, FPO, PSD and various consultants have undertaken upgrades to emergency response systems including radio frequency boosters. Other upgrade includes improvements to WiFi connection, server emergency backup power units as well as telephone hardware throughout the district.
 - c. Resiliency and Sustainability Efforts: FPO has led a concentrated effort to design and build to the highest seismic, accessibility and energy standards. As part of its approach to energy efficiency and sustainability the district is working to provide a smart grid infrastructure that can react and respond to critical power needs on campus. Smart campus efforts involve the integration of software, hardware and mechanical systems to more precisely and effectively monitor, measure and control critical systems throughout campus.
 - d. Professional Development: PSD has overall lead in providing Emergency Preparedness training to all District personnel. To strengthen knowledge and response performance District personnel engage in ongoing emergency

preparedness training. Examples include that key staff are required to obtain ICS/NIMS/SEMS and ATC-20 training and that all staff attend emergency preparedness presentations from DPS, CPR, and First Aid Training. Facilities Engineering team continues to strengthen their knowledge of building systems in order to advance their proficiency and technical competency in quickly isolating, repairing, and restoring those systems.

3. Describe the current state of the unit.

The FPO & PSD are functioning well and this is a tribute to the men and women who diligently do their jobs each day and the leadership provided by the campus PSD Chiefs and the FPO Facilities Managers.

Emergency preparedness trainings are professionally administered and provide pertinent, applicable and timely information to the district community. It is clear that this is an area in which much emphasis and coordination is placed by the District.

The consultant facilitates trainings on all three campuses such as Campus Crisis Workshops, Tabletop Exercises and simulated emergency Lockdown/Barricade drills.

Campus Crisis Workshops are open to all district and campus employees and students. Presentations include training on San Mateo County's regional Big 5 Emergency Response Plan.

Tabletop Exercises create a simulated emergency situation, such as earthquake or armed intruder on campus, which would necessitate the activation of an Emergency Operations Center (EOC). Campus administrators are asked to simulate their actions and responses in the (EOC) as if the emergency was real. Members of law enforcement, fire department, Red Cross and Office of Emergency Services are invited to take part and often do.

Lockdown/Barricade Drills also simulate emergencies, however drills are conducted without warning, during class time.

Emergency notification systems are employed and tested at this time. Students and staff are alerted to a simulated emergency by email (Gwamail), text (AlertU) and public address announcement (Emergency Announcement System-EAS)

In order to keep the District involved in regional emergency preparedness efforts, the consultant represents the District as a member of several local organizations and regularly attends meetings and events.

Emergency Managers Association

Emergency Managers Association – Care and Shelter Working Group

Multi-Jurisdictional Hazard Mitigation Plan Steering Committee

San Mateo County Office of Education Safe Schools Coalition Group

At this time, there is no policy that addresses what facilities and public safety officers should do during a crisis situation, such as an armed intruder or disaster on campus, other than call

the police. This may be the only appropriate action in some cases. In others, it may be extremely beneficial for officers to direct first responders, assist in evacuations or become leaders in Big 5 responses.

4. **Action plan.**

Policies

Review and update policy manual to give more direction to Facilities and Public Safety Officers in the event of a campus crisis.

Our emergency preparedness consultant will continue to monitor best practices and be involved in regional activities so that the District is able to maintain relationships and take part in multi-jurisdictional training when available.

Program Review Survey

Responses from the Emergency Preparedness Program Review survey showed that several respondents felt this type of training should be mandatory. Most seemed to feel the training is worthwhile and there were many suggestions that these training components should be available online. A few responders felt that “Columbine-style” push-button locks on classroom doors were very important to have in an armed intruder situation.

PSD and our emergency preparedness contractor will explore ways for some of the Emergency Preparedness training to be accessible online. The Facilities Department will be installing the push-button locks for classrooms through the Summer. They will be in place for Fall semester.

5. **Needs: Equipment, Professional Development, Facilities, Staffing, Research**

Professional Development

Public Safety Department members are always encouraged to attend training as part of their professional development. Emergency preparedness training is no exception.

Facilities - Participation in ongoing disaster preparedness and response training and practical exercises. Ongoing training for Facilities Engineers in building systems isolation, repair, and restoration.

Staffing - None

Research – Public Safety Study in process.