



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Procedure
7400-8

March 5, 1981

DISASTER/CRISIS PLANNING

This procedure is applicable to all campuses, centers, and sites. It prescribes the locally developed planning required as part of District Disaster/Crisis preparedness.

FUNCTION

1. District Security Manager and District Maintenance Manager shall report to their duty stations or if not able to do so shall make known their whereabouts and keep themselves available for the duration of the crisis. This requirement may also be extended to personnel under their control as approved.
2. The chief administrative officer (or designee) at each separate geographic location shall develop plans for fire, earthquake, and disaster, and for the safety of students, buildings, equipment, and supplies. The required plans should provide maximum security for the students, staff, and other occupants of each facility. They should include the organization of the staff to meet the emergency, a system of warnings, and the instruction and preparation of the students. Plans should be reviewed not later than October 1 of each year, and significant changes should be reported to the District General Services Manager.
3. Essential Elements of Disaster Safety Planning. Under new civil defense guidelines, emergency procedures can be simplified. The planning, organization, orientation of staff, students, and community can be combined. The "duck and cover" drills apply to both earthquake and civil defense. The evacuation drill for fire can be utilized for earthquake and other disasters, depending on circumstances following "duck and cover" precautions. The essential elements of any disaster plan are as follows:
 - a. Chain of Command. Including alternates in key posts.
 - b. Communications. Designation of an individual and alternates) to develop a communications system essential to the implementation of a disaster plan--with or without electrical power and telephones. The command center should be at the communications center of the school manned by the chief administrator or designee, switchboard operator, school secretary, and a security official.
 - c. "Duck and Cover" Procedural Elements. 1) Inside buildings. 2) Outdoors. 3) To and from school. 4) Instruction and drill in assuming a "protective position" as outlined in Emergency Procedure.
 - d. Standby-Plan Elements. 1) Warning. 2) Bring students into classrooms and hold them pending further instructions. <>

- e. Evacuation Procedure Elements. 1) Signal (from communications). 2) What to take with you (teachers must keep the class roll or other suitable record with them at all times in order to take roll). 3) Designated evacuation routes and assembly areas. nbsp; 4) Close doors, and if time permits, close windows. 5) Turn off lights. 6) Unplug typewriters, projectors, appliances, etc., if time permits. 7) Maintain communications with command center.
- f. First Aid--Illness/Injury Plans. 1) Designate an individual and alternates to develop a plan. 2) Provide and maintain essential equipment and supplies. 3) Provide for communications with the communications team.
- g. Return Home Plans. 1) Obtain approval from the Chancellor if other than civil defense emergency. 2) Notify students, by radio broadcast or other means, of early dismissal. (Communications team responsibility.)
- h. Safety and Damage Control Plans. 1) Location of switches, valves and controls for utilities (electricity, gas, water). 2) Provide for orientation of designated personnel on operation of controls and circumstances or signals under which utilities would be shut off (coordinate with communications team).
- i. Upon Completion of Plans. 1) Forward two copies of the written plan to the General Services Manager for review. 2) Implement plan through instruction and policies. Keep a record of type, date, hour, and time for implementation of each practice.

FORMS/REFERENCES

1. SDCCD Policy 7400

SUPERSEDES:
New Procedure