

Emergency Operations Plan Activation



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

What is an Emergency Operations Plan (EOP)?

An **Emergency Operations Plan (EOP)** is the written plan of SMCCCD describing the organization, mission and functions, and supporting services for responding to and recovering from disasters/emergencies.



Crisis Action Team (C.A.T) Purpose

At each college campus within the District, anticipated or actual emergencies may result in three different levels of response.

LEVEL

1

Daily Field Deployment of District Response Resources

2

Crisis Action Team Response

3

EOC Activation for Complex and Extended Response

C.A.T Scope

- The scope of the Crisis Action Team (CAT) is to de-silo District operations and functions to efficiently and effectively manage sustained emergencies through NIMS organizational principles.
- CAT is used to detect and shore safety gaps.
- CAT is distinct from an EOC:
 - NO Finance, Logistics, or Plans
 - NO Policy Group
 - CAT Leader is empowered to make time sensitive decisions and liaise with Chancellor for policy decisions



Membership

- CAT Membership is determined by Chancellor & Three Presidents
- At a minimum, each college Crisis Action Team is composed of the following:
 - College President (and their leadership team)
 - Emergency Manager
 - PIO
 - Director of Public Safety and/or campus captain
 - ITS
 - Facilities Manager
- Roles are determined by Subject Matter Expertise (SME) & CAT Leader
- It is the responsibility of the CAT leader to activate the EOC
- Many emergencies can be effectively managed under the authority and at the direction of the Crisis Action Team.
- Emergencies of a complex or extended duration may require the activation of the EOC to manage college operations during the particular emergency. In such cases, our EOC will be organized congruently with the principles of ICS, SEMS and NIMS.



LEVEL

1



INITIAL FIELD RESPONSE

This level occurs daily for instances that fall short of constituting an emergency, yet require immediate attention, and represents those first on the scene of any campus-related emergency.



EXAMPLES OF LEVEL ONE RESPONSE

Common
Medical Aid

Fire Alarm
Sounding

Domestic
Dispute

Non-
Hazardous
Material Spill

Petty Crimes

Fall Victims

Non-Critical
Equipment
Malfunctions



Crisis Action Team Response

Level Two of response involves the activation of the Crisis Action Team to oversee and manage a perceived campus-related threat or emergency response.

Examples of Level Two Response

Public Safety
Power
Shutoffs

Poor Air
Quality

Routine
Campus
Closures

Building
Offline

Death on
Campus

Small Protest

Bomb Threat

Inclement
Weather



Emergency Operation Center (EOC) Activation

Utilized for complex and extended duration campus-related emergencies, embodying itself in the activation of our EOC.



Examples of Level Three Response

Earthquake

Active Shooter/Violent
Intruder

Fire

Hazmat Chemical Spill

Epidemic

Closures for Multi-
Operational Periods

Cyber Attack –
Malware/Ransomware
Breach

Flooding

Multiple Events

Emergency Operations Center (EOC)





Tactical Steps

1. Public Safety Officers arrives on scene, and provides scene size up
2. Officer calls for supervisor if additional resources are needed
3. Supervisor assumes command and completes additional size up
4. Supervisor determines if activation of CAT is needed
5. Supervisor activates CAT and establishes Command Post at Building 7
6. Supervisor shall maintain IC until transfer of command
7. Demobilization
8. After-Action-Report