



**Citrus Community College District
Academic Senate Council
Agenda**

Wednesday, November 24, 2010

2:10 p.m. – Faculty/Staff Lounge

OFFICERS:
Roberta Eisel, President
Nicki Shaw, Vice President/President Elect
John Vaughan, Past President
Sheryl Walz, Secretary
Paul Swatzel, Treasurer
David Kary, Curriculum Chair

SENATORS:

Behavioral Sciences	Jim Woolum HH/Mailroom	Language Arts	Toby Guebert Lang Arts/CFI
Biological Sciences	Dana Hester Phys Sci./Mailroom	Foreign Language	Holly Colville Admin/Box
Business	Timothy Durfield Admin/Box	Mathematics	Mohammad Trad Math/Mailroom
Cosmetology	Patty Glover Cosmo/Mailroom	Music	Gino Munoz Music/Mailroom
Counseling	Michelle Plug Counsel/Mailroom	Physical Education	Mary Brawner HH/Mailroom
CSIS	vacant Admin/Box	Physical Sci. & Engineer	Badieh Farahani Admin/Box
Fine Arts	Dan Volonte/Cherie Brown Music/Drama	Public Services	vacant
Health Sciences	vacant Dental/Health Sci.	Social Sciences	Gerhard Peters Soc&Beh Sci/CFI
Library	Lanette Granger Libr/Mailroom	Automotive Technology	Jeremy Clark Auto Tech/Mailr

AT-LARGE REPRESENTATIVES:

Meg O'Neil Clarion/Mailroom **Justina Rivadeneyra** CareerCtr/EmpSvcs **Rafael Herrera** Couns/ Mailroom

Citrus College Faculty Association Liaison:

vacant Phys Sci/Phys Sci

Adjunct Faculty Rep

Karen Praeger Library
Bill Zeman Soc/BehSci/CFI

District Academic Senate Secretary:

Linda Swan Mailroom/Admin

ASCC Faculty-Student Relations Liaison:

Karlyn Bradley Campus Ctr/Mailroom Campus Ctr/Mailroom

- I. CALL TO ORDER – Roberta Eisel**
 - A. Set Agenda**

- II. MINUTES – Sheryl Walz**
 - A. Approval of November 10, 2010 minutes**

- III. COMMITTEE REPORTS – All committees are welcome to report. Those with an asterisk are expected to report. Those with a double asterisk are subcommittees of Steering:**
- Academic Calendar/Final Exam Schedule – Steve Odrich
 - Bookstore Committee – Paul Swatzel
 - Campus Environment Committee – David Casey
 - **Campus-wide Information Technology**
 - College Success –
 - *Curriculum – David Kary
 - *Distance Education – Bev Van Citters
 - **Educational Programs – Senate President**
 - Enrollment Management
 - Equivalency Minimum Qualifications – Carsten Dau
 - Evaluation and Tenure Oversight
 - Faculty Hiring Procedures
 - Faculty Needs Identification – Senate President
 - **Financial Resources –**
 - Gender Equity – Mary Brawner
 - Honors Program Advisory Council – Brian Waddington
 - **Human Resources Advisory**
 - **Institutional Research and Planning**
 - Matriculation/Pre-Req & Assessment
 - **Physical Resources – John Fincher**
 - Program Review
 - Scholarship
 - Service Learning Advisory –
 - Student Learning Outcomes – John Vaughan
 - Student Services
 - Transfer Task Force
- IV. OFFICERS' REPORTS (10 minutes)**
- | | |
|--------------------------------|----------------|
| Secretary | Sheryl Walz |
| Treasurer | Paul Swatzel |
| Past President | John Vaughan |
| Vice President/President-Elect | Nicki Shaw |
| CCFA Liaison | vacant |
| ASCC Representatives | Karlyn Bradley |
| President | Roberta Eisel |
- V. SPECIAL REPORTS/PRESENTATIONS –**
- A. Forum on Statewide Hot Topics
- VI ACTION-**
- A. AP 3300 Public Records
 - B. BP 3300 Public Records
 - C. AP 3310 Records Retention and Destruction
 - D. AP 3560 Alcoholic Beverages
 - E. BP 3560 Alcoholic Beverages
 - F. AP 3810 Claims Against the District
 - G. BP 3810 Claims Against the District
 - H. AP 6700 Civic Center and Other Facilities Use
- VII. NEW BUSINESS –**
- A. AP 3505 Emergency Response Plan
 - B. BP 3505 Emergency Response Plan

- C. AP 3570 Smoking on Campus
- D. BP 3570 Smoking on Campus

VIII. OLD BUSINESS-

- A. BP 4250, AP 4250, BP 4255 and AP 4255
- B. Sabbaticals Update

IX. PUBLIC FORUM

X. ANNOUNCEMENTS –

- 1. Golf-themed swap meet on December 11 from 9 – 12 pm.
- 2. CSEA Holiday Buffet December 9, 12:30-2 pm.
- 3. Christmas Is..... December 4 through the 19th.
- 4. Superintendent/President's Holiday Reception December 14th from 2 – 3:30 pm in the Community Room.

XI. ADJOURNMENT – next meeting

Attachments:

- #1 AP 3300 Public Records
- #2 BP 3300 Public Records
- #3 AP 3310 Records Retention and Destruction
- #4 AP 3560 Alcoholic Beverages
- #5 BP 3560 Alcoholic Beverages
- #6 AP 3810 Claims Against the District
- #7 BP 3810 Claims Against the District
- #8 AP 6700 Civic Center and Other Facilities Use
- #9 AP 3505 Emergency Response Plan
- #10 BP 3505 Emergency Response Plan
- #11 AP 3570 Smoking on Campus
- #12 BP 3570 Smoking on Campus

AP 3300 PUBLIC RECORDS

References: Government Code Sections 6250 et seq.

Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail or in person to the Director of Human Resources.

Any request shall identify with reasonable specificity the records sought. If additional information is needed, the Director of Human Resources may request it be provided in writing.

Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff members time to assemble the records and identify any records that may be exempt from disclosure.

Records that are exempt from disclosure under the Public Records Act or any other provision of law may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.

Members of the public shall be assisted in identifying records or information that may respond to their request. Assistance that will be provided includes: the information technology and physical location in which the records exist; practical suggestions for overcoming denial of access to the records or information; and the estimated date and time when the records will be made available.

Within ten days, the Director of Human Resources will determine whether or not the records can be produced and will communicate the determination to the member of the public requesting the record(s).

***Note:** The Public Records Act presumes that all records of a public agency are public, unless specifically exempted by law. There are now well over a hundred exemptions contained in California law, although most will never apply to a community college district. (See Government Code Sections 6254 et seq. and 6275 et seq.) Any questions about whether a document is exempt should be referred to counsel.*

The most common exemptions for community colleges include:

- Student records (Education Code Section 76243)
- Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure. (Government Code Section 6254(a))
- Records pertaining to pending litigation ...or to claims...until the pending litigation or claim has been finally adjudicated or otherwise settled. (Government Code Section 6254(b))
- Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy. (Government Code Section 6254(c))

Attachment #1

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- Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination [except for standardized tests provided for by Education Code Sections 99150 et seq.]. (Government Code Section 6254(g))
- The contents of real estate appraisals or engineering or feasibility estimates and evaluations...relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Government Code Section 6254(h))
- Internet posting of home address or telephone numbers of local elected officials (Government Code Section 6254.21)
- Home addresses and home telephone number of employees of a school district or county office of education (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan). (Government Code Section 6254.3)
- Records regarding alternative investments (i.e. an investment in a private equity fund, venture fund, hedge fund, or absolute return fund; limited partnership, limited liability company or similar legal structure) involving public investment funds, unless already publicly released by the keeper of the information.

Office of Primary Responsibility: *General Institution/Office of Human Resources*

Date Adopted:
(*New administrative procedure not replacing any existing Citrus College regulation*)

Approved by	Academic Senate
	CCFA.....
	CCAFF
	CSEA.....
	ASCC
	Management Team
	Supervisor/Confidential
	Steering
	Board of Trustees.....

Note: New language indicated by underline, deleted language indicated by ~~strike through~~, and subsequent changes to language indicated by shading.

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BP 3300 PUBLIC RECORDS

References: Government Code Sections 6250 et seq.

The Superintendent/President shall establish procedures for records management, including access by the public, which comply with the requirements of the California Public Records Act.

Office of Primary Responsibility: *General Institution/Office of Human Resources*

Date Adopted:
(*New board policy not replacing any existing Citrus College policy*)

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|--------------------|-------------------------------|
| Approved by | Academic Senate |
| | CCFA..... |
| | CCAFF |
| | CSEA..... |
| | ASCC |
| | Management Team |
| | Supervisor/Confidential |
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| | Board of Trustees..... |

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AP 3310 RECORDS RETENTION AND DESTRUCTION

References: Title 5 Sections 59020 et seq.;
Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

- “Records” means all records, maps, books, papers, data processing output, and documents of the District required by Title 5 to be retained, including but not limited to records created originally by computer and “electronically stored information” (“ESI”), as that term is defined by the Federal Rules of Civil Procedure.
- The Vice President of Finance and Administrative Services shall supervise the classification and destruction of records and ESI. The District must preserve ESI and ESI that is relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure. The District shall comply with the Federal Rules of Civil Procedure and produce relevant ESI in the form in which it is ordinarily maintained or readily usable. An annual report shall be made to the Board of Trustees regarding the classification and destruction of records and ESI.
- Records shall be classified as required by Title 5 and other applicable statutes, federal and state regulations.
- Records shall annually be reviewed to determine whether they should be classified as Class 1 – Permanent, Class 2 – Optional, or Class 3 – Disposable (as defined in Title 5).
- Class 3 – disposable records shall be maintained for the period required by applicable law or regulation, but in any event shall be retained for at least three college years after the year in which they were originally created.
- Destruction is by any method that assures the record is permanently destroyed, e.g. shredding, burning, and pulping.

Office of Primary Responsibility: *General Institution/Office of Human Resources*

Date Adopted:
(New administrative procedure not replacing any existing Citrus College regulation)

Approved by Academic Senate
CCFA.....
CCAFF

180 CSEA
181 ASCC
182 Management Team
183 Supervisor/Confidential
184 Steering
185 Board of Trustees
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188 *to language indicated by **shading**.*
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**Proposed Citrus Community College District
Procedure**

CCLC No. 3560

**Administrative Services
DRAFT as of 9/29/10**

**CITRUS COMMUNITY COLLEGE DISTRICT
GENERAL INSTITUTION**

AP 3560 ALCOHOLIC BEVERAGES

References: Business and Professions Code 24045.4, 24045.6 and 25608

Definitions

Alcoholic beverages on campus are permitted if:

- The alcoholic beverage is for use during an event sponsored by the District for the Citrus College Foundation in connection with the District’s instructional program.
- The alcoholic beverage is for use during a fundraiser held to benefit the Citrus College Foundation that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the District.
- The alcoholic beverage is for use during a fundraiser held to benefit a nonprofit corporation that has obtained a liquor license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the District.
- Every person who sells, furnishes, gives, or causes to be sold, furnished, or given away, any alcoholic beverage must be at a minimum, 21 years of age.
- Every person who consumes any alcoholic beverage must be at a minimum, 21 years of age.
- Organizations must follow the provisions as stated in the Department of Alcoholic Beverage Control Information for Daily On-Sale General Licensees.

Office of Primary Responsibility: Vice President of Finance and Administrative Services

Approved by:
Physical Resources

Attachment #4

- 237 CSEA
- 238 Management Team
- 239 Supervisor Confidential Group
- 240 Academic Senate
- 241 ASCC
- 242 Steering Committee
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244 *NOTE:* New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to
245 language are indicated by shading.

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Board Approved

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Proposed Citrus Community College District Policy CCLC No. 3560

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**Administrative Services
DRAFT as of 9/23/10**

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**CITRUS COMMUNITY COLLEGE DISTRICT
GENERAL INSTITUTION**

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BP 3560 ALCOHOLIC BEVERAGES

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Reference: Business and Professions Code 25608

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The Superintendent/President is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with the procedures.

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Approved by:

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Physical Resources

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CSEA

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Management Team

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Supervisor Confidential Group

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Academic Senate

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ASCC

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Steering Committee

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Board approved

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AP 3810 CLAIMS AGAINST THE DISTRICT

References:

Education Code Section 72502;

Government Code Sections 900 et seq. and 910 et seq.

❖ From current Citrus College Regulation R-3860 titled Claims

Claims by Third Party

1. Third party claims for damages against the District shall be presented within one hundred eighty (180) days of an injury to person or personal property, giving rise to the cause of action. The District will make a District form available to any injured party wishing to file a claim within the prescribed time. A claim filed on the claimant's own form shall contain substantially all information requested on the District's form.

2. All claims for damages against the District shall be acknowledged by the Board of Trustees. It shall be the policy of the Board of Trustees to deny the claims and refer same to the District's Claims Administrator.

3. Written notice of such action by the Board shall be furnished to the claimant within forty-five (45) days of receipt of claim at the address stated on the claim.

4. Pursuant to the authority contained in Section 935 of the Government Code for the State, the following claims procedures are established for those claims against the District for money or damages not now governed by State or local laws:

a. Employee claims. Notwithstanding the exceptions contained in Section 905 of the Government Code of the State, all claims by public officers or employees for fees, salaries, wages, mileage and any other expenses for allowances claimed due from the District, when a procedure for processing such claims is not otherwise provided by the State or local laws, shall be presented within the time limitations and in the manner prescribed by Sections 910 through 915.2 of the Government Code of the State. Such claims shall further be subject to the provisions of Section 945.4 of the Government Code of the State relating to the prohibition of suits in the absence of the presentation of claims and action thereon by the District.

b. Contract and other claims. In addition to the requirements of subsection (a) of this section, and notwithstanding the exemptions set forth in Section 905 of the Government Code of the State, all claims against the District for damages or money, when a procedure for processing such claims is not otherwise provided by State or local laws, shall be presented within the time limitations and in the

328 manner prescribed by Sections 910 through 915.2 of the Government Code of
329 the State. Such claims shall further be subject to the provisions of Section
330 945.4 of the Government Code of the State relating to prohibition of suits in the
331 absence of the presentation of claims and action thereon by the District.
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333 Claims shall be in writing and shall stipulate date(s), time(s), nature of claims(s), as well as a
334 statement as to why said claim was not presented to the Board of Trustees at the time of
335 occurrence.

336 Office of Primary Responsibility: Vice President of Finance and Administrative Services
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341 Approved by:
342 Financial Resources
343 CSEA
344 Management Team
345 Supervisor Confidential Group
346 Academic Senate
347 ASCC
348 Steering Committee
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Board Approved

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BP 3810 CLAIMS AGAINST THE DISTRICT

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References:

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Education Code Section 72502;

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Government Code Sections 900 et seq. and 910

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Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

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Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

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Claims that are subject to the requirements of this policy include, but are not limited to, the following:

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- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

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The designated place(s) for service of claims, lawsuits or other types of legal process upon the District is 1000 West Foothill Blvd., Glendora, CA 91741.

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- Approved by:
- Financial Resources
 - CSEA
 - Management Team
 - Supervisor Confidential Group
 - Academic Senate
 - ASCC
 - Steering Committee

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Board Approved

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CITRUS COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE SERVICES

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AP 6700 CIVIC CENTER AND OTHER FACILITIES USE

References: Education Code Sections 82537 and 82542;
Public Resources Code Section 42648.3

General Provisions

District facilities are available for community use when such use does not conflict with District programs and operations. Facility use shall be limited to places and time identified by the Facilities Rental Supervisor. Except as provided in these procedures, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken during the use.

The Facilities Rental Supervisor is responsible for the coordination and implementation of these procedures. The Vice President of Finance and Administrative Services shall determine all applicable fees to be charged.

All user groups shall be required to provide the District with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages or injuries incurred by any person as a result of their use of the facilities. All user groups shall also be required to provide a certificate of insurance with limits acceptable to the District and/or other proof of financial responsibility acceptable to the District.

Civic Centers

Eligible persons or groups may use District buildings or grounds for public, literary, scientific, recreational, or educational meetings, or for discussion of matters of general or public interest, subject to these rules and regulations.

The District may charge the groups identified in Education Code Section 82542(a) an amount not to exceed will be permitted to use District facilities upon payment of the following:

- the cost of opening and closing the facilities, if no District employees would otherwise be available to perform that function as a part of their normal duties;
- The cost of a District employee’s presence during the organization’s use of the facilities if it is determined that the supervision is needed, and if that employee would not otherwise be present as part of his or her normal duties;
- The cost of janitorial services, if the services are necessary and would not have otherwise been performed as part of the janitor’s normal duties; and
- The cost of utilities directly attributable to the organization’s use of the facilities.

Except as provided herein, other groups shall be charged an amount not to exceed the direct costs of District facilities. Direct costs shall include costs of supplies, utilities, janitorial services,

448 services of any other District employees, and salaries paid District employees necessitated by
449 the organization's use of District facilities.

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451 The following shall be charged fair rental value for the use of District facilities:

- 452 • Any church or religious organization for the conduct of religious services for temporary
453 periods where the church or organization has no suitable meeting place for the
454 conduct of such services-, or;
- 455 • Entertainment events or meetings where admission fees are charged or contributions
456 are solicited and the net receipts of the admission fees or contributions are not
457 expended for the welfare of the students of the District or for charitable purposes.
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460 The American Red Cross or other public agencies may use District facilities, grounds, and
461 equipment for mass care and welfare shelters during disasters or other emergencies affect the
462 public health and welfare, and the District will cooperate with these agencies in furnishing and
463 maintaining services mutually deemed necessary to meet the needs of the community.
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465 Rules for Facilities Use

466 Requests for use of District facilities should be made at least 30 days in advance of the first date
467 of use being requested. Requests shall be on forms provided by the District. Permission to use
468 facilities shall be granted by the Vice President of Finance and Administrative Services.
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470 Permission to use District facilities shall not be granted for a period to exceed one fiscal year.
471 No person or organization may be granted a monopoly on any facility.
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473 All charges for the use of District facilities are payable 30 days in advance.
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475 Any persons applying for use of District property on behalf of any groups shall be a member of
476 the groups and, unless he or she is an officer of the group, must present written authorization to
477 represent the group. Each person signing an application shall, as a condition of use, agree to
478 be held financially responsible in the case of loss or damage to District property.
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480 The District may require security personnel as a condition of use whenever it is deemed to be in
481 the District's best interests.
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483 No person applying for use of District property shall be issued a key to District facilities.
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485 Future facility requests may be denied on grounds including, but not limited to, abuse, or misuse
486 of District property and failure to pay promptly for any damage to District property.
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488 No alcoholic beverages, intoxicants, or controlled substances in any forms shall be brought onto
489 the property of the District. Persons under the influence of alcohol, intoxicants, or controlled
490 substances shall be denied participation in any activity.
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492 No structures, electrical modifications, or mechanical apparatus may be erected or installed on
493 District property without specific written approval by the Vice President of Finance and
494 Administrative Services.
495

496 All decorative materials, including but not limited to draperies, hangings, curtains, and drops
497 shall be made or treated with flame-retardant processes approved by the State Fire Marshall.

498 ~~Priority for the Use of District Facilities~~

500 ~~Priority for the use of~~ District facilities will ~~may~~ be ~~used~~ as follows:

- 501 1. Student clubs and organizations
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- 503 2. Fundraising entertainment or meetings where admission fees charged or contributions
504 solicited are expended for the welfare of the students of the District
- 505
- 506 3. Parent-teachers' associations
- 507
- 508 4. School-community advisory councils
- 509
- 510 5. Camp Fire Girls, Girl Scout troops, and Boy Scout troops
- 511
- 512 6. Senior citizens' organizations
- 513
- 514 7. Other public agencies
- 515
- 516 8. Organizations, clubs, or associations organized for cultural activities and general
517 character building or welfare purposes
- 518
- 519 9. Public agencies, including the American Red Cross, for mass care and welfare shelters
520 during disasters or other emergencies affecting the public health and welfare

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522 ~~After the above organizations, priority for use shall be on a first come, first serve basis. The~~
523 ~~above is not a priority list. However, the District may establish a priority usage order.~~

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525 Also see BP/AP 4400 titled Community Services Programs

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527 Board Approved 07/21/09

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530 Approved by:
531 Physical Resources
532 CSEA
533 Management Team
534 Supervisor Confidential Group
535 Academic Senate
536 ASCC
537 Steering Committee

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Proposed Citrus Community College District Procedure

CCLC No. 3505

543

**General Institution
DRAFT as of 10/18/10**

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AP 3505 EMERGENCY RESPONSE PLAN

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References:

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Education Code Sections 32280 et seq. and 71095;

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Government Code Sections 3100 et seq., 8558, 8559, 8600, 8605, and 8607(a);

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Homeland Security Act of 2002;

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National Fire Protection Association 1600;

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Homeland Security Presidential Directive-5;

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Executive Order S-2-05;

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19 California Code of Regulations (CCR) Sections 2400-2450

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Purpose

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The Emergency Response Plan is the District's planned response to all hazards on or affecting the campus or surrounding community. The plan will be activated by the District Superintendent/President or his/her delegated representative. The emergency response plan details actions and responsibilities for all employees of the District including those on the Emergency Operation Center (EOC) staff.

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Responsibility

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Government Code Sections 2100-3101 state that all employees of the District are declared civil defense workers during emergencies, subject to such defense activities as may be assigned to them. Federal and state regulations further state that all employees of the District must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employee's emergency response responsibilities.

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Emergency Operations Center (EOC)

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The Emergency Operations Center (EOC) will be activated during emergency situations that warrant a collaborative response. The Superintendent/President or his/her designated representative will activate the EOC. The EOC may be staffed by one or more key administrators depending on the situation and response. The EOC staff will direct the District's response to the emergency situation, coordination with outside agencies and request for outside support. The EOC staff will be aided in their duties by Emergency Information Officers (EIOs) and Emergency Response Teams that are trained response personnel from the District.

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The EOC is composed of key administrators, record keepers and the individual who is responsible for Administration of Justice. The EOC shall:

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- Declare a major emergency in the event of earthquake, explosion, flood, etc.

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- Assess the overall disaster based on reports from area managers

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- Initiate the emergency notification chain (call back of all employees)

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- Mobilize any additional staff to heavily damaged areas

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- Determine the "All-Clear" when the disaster is over

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588 All key press releases will be prepared by the Public Information Officer. In absence of this
589 person, the key administrator will designate an individual responsible for this function.

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591 **Preparedness**

592 The District's preparedness is based on pre-staged supplies, training and awareness,
593 emergency drills, and support agreements with civil and private agencies. All employees of the
594 District will receive training in responding to and managing emergency situations according to
595 federal and state laws and regulations. The best response to emergency situations is
596 preparedness.

597
598 **Emergency Chain of Command**

599 SEMS/NIMS/ICS Organizational Chart can be found on Page 12 of the Citrus College
600 Emergency Operations Plan.

601
602 **Day Instructors: Responsibilities**

- 603 • Coordinate evacuation from classroom if necessary.
- 604 • Assist disabled individuals out of building without use of elevators.
- 605 • Assess overall situation in classroom and report to Emergency Information Officer.
- 606 • Initiate first aid if qualified individual is available.
- 607 • Report when students are safe to move to an emergency assembly point or command
608 post.
- 609 • Assist Emergency Information Officers.
- 610 • Provide special assistance to any disabled individuals in the area.

611
612 Remember, in the event of a major disaster, every community college employee automatically
613 becomes a civil defense worker under Government Code Sections 3100-3101.

614
615 **Evening Instructors: Responsibilities**

- 616 • Coordinate evacuation from classroom if necessary.
- 617 • Assist disabled individuals out of building without use of elevators.
- 618 • Assess overall situation in classroom and report to Emergency Information Officer.
- 619 • Initiate first aid if qualified individual is available.
- 620 • Report when students are safe to move to an emergency assembly point or command
621 post.
- 622 • Report via runner any casualties, structural damage, and hazardous material spills and
623 status of volunteer student help control point of command post.

624 **Other Employees: Responsibilities**

- 625 • Follow survival instructions in Emergency Response Preparedness flipchart.
- 626 • Evacuate area if necessary.
- 627 • Assess immediate problems if possible.
- 628 • Report to area assembly point when safe.
- 629 • Assist Emergency Information Officers by:
 - 630 ○ Performing first aid if qualified
 - 631 ○ Serving as a communications runner, etc.
 - 632 ○ Conducting record keeping and note taking

633
634
635 **SPECIFIC EMERGENCIES:**

637 **BIOLOGICAL EMERGENCY**

638 **BACKGROUND**

639 A Biological Emergency is an incident involving the release of, exposure to, toxins that are
640 capable of causing bodily harm or death. A biological agent can come in the form of a solid,
641 powder, liquid, or gaseous state.

643 **A biological agent can be introduced through the following:**

- 644 • By mail, via contaminated letter or package
- 645 • Using a small explosive device to help it become airborne
- 646 • Through a building's ventilation system
- 647 • Using a contaminated item, such as a backpack, book bag, or other parcel left unattended
- 648 • By intentionally contaminating a food or water supply
- 649 • By aerosol release into the air
- 650 • By a missile warhead

652 **The following indicators may suggest the release of a biological substance:**

653 Multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having
654 trouble breathing, severe vomiting, diarrhea, abdominal cramping (if food borne or waterborne).
655 Also, severe skin reactions for certain other agents. Other indicators may include the presence
656 of distressed animals or dead birds.

658 **Anthrax**

659 Anthrax is the most common of biological agents. Anthrax is a disease-causing organism, which
660 can reproduce and keep spreading long after its release. Anthrax has a low mortality rate when
661 properly treated. Anthrax is usually sent to individuals by letters or packages.

662 **The following steps will assist to identify suspicious letters or packages:**

- 663 • The mail is unexpected or from someone you do not know
- 664 • It is addressed to a title, but no name
- 665 • It is addressed to someone no longer at your address
- 666 • It is handwritten and has no return address or bears one that you cannot confirm its
667 legitimacy
- 668 • The return address does not match the postmark
- 669 • Common words are misspelled
- 670 • It is lopsided or lumpy in appearance
- 671 • It has wires or tinfoil protruding from the envelope/package
- 672 • It is sealed with excessive amounts of tape or string
- 673 • It is marked with restrictive delivery instructions, such as "Personal" or "Confidential"
- 674 • It has excessive postage
- 675 • It has oily stains, discoloration, crystallization, or a strange odor
- 676 • It is leaking a powdery substance

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The following steps should be taken after a suspicious letter/package is identified:

- Stay calm. Do not get excited. Most threats are, in fact, hoaxes. Regardless, you must treat each incident seriously.
- Do not shake or empty the contents of any suspicious envelope/package.
- Place the envelope/package in a plastic bag or other type of container to prevent leakage of contents.
- If a container is unavailable, cover with anything (e.g. clothing, paper, trash can) and do not remove cover.
- Leave room and close door, or section off area to prevent others from entering. Everyone who touched the letter should wash hands. Wash hands with soap and water to prevent spreading any powder to face, other persons, or other objects.
- Have the colleges ventilation system, heating system, or air conditioning system shut down, if possible, and turn off any blowers to the room.
- Report incident to administration staff.
- Administration staff should contact Campus Safety. Give specific location of suspicious envelope/package and what makes it suspicious. List all the people in the room or area when the envelope/package was recognized. Give list to Campus Safety and health authorities for follow-up investigations and advice.

The following steps should be taken in the event an envelope/package with powder spills/leaks out onto a surface:

- Stay calm. Do not get excited. Most threats are, in fact, hoaxes. Regardless, you must treat each incident seriously.
- Do not clean up the powder. Cover spilled contents immediately with anything and do not remove cover.
- Leave the room, close and lock the door or section off the area to prevent others from entering.
- Wash hands with soap and water to prevent spreading powder to face, other persons, or other objects.
- Have the colleges ventilation system, heating system, or air conditioning system shut down, if possible, and turn off any blowers to the room.
- Remove heavily contaminated clothing as soon as possible and place in a sealable plastic bag. Give sealed bag to the emergency responders for proper disposal.
- Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on skin.
- Report incident to administrative staff.
- Administrative staff should contact Campus Safety. Give specific location and type of spilled contents. List all the people in the room or area when envelope/package with powder spilled/leaked.
- If a site or building receives a biological threat by phone alleging a contaminated package, backpack, or book bag, administration staff should follow the appropriate procedures.

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721

ENVIRONMENTAL EMERGENCIES

722 **(Chemical Spills, Asbestos Fiber Release, Air Pollution Alerts)**

723

BACKGROUND

724 In the event of site environmental emergencies including chemical spills, asbestos fiber release
725 episodes, and air pollution alerts, site administrators and staff must be able to react quickly and
726 effectively to prevent injury or illness.

727

728
729 In any disaster/emergency situation, site administrators shall be responsible for the safety of,
730 and accountability for, staff and students. In any life-threatening situation, staff/instructor shall
731 take immediate action to provide for the safety of staff and students without waiting for directions
732 from a site administrator.

733

CHEMICAL SPILLS

Administrative Staff:

734

- 735 • Call 911 and obtain information about the substance.
- 736 • Assess location of chemical spill and determine appropriate action to take for safety of
737 students and others (e.g., evacuation of room, building, or site).
- 738 • Secure the affected area and do not allow staff or students to re-enter until condition has
739 been controlled.
- 740 • Notify Campus Safety immediately.
- 741 • Evacuate if necessary. Assure that staff/students move crosswind or upwind from problem
742 area to avoid inhalation of vapors and proceed in orderly fashion to designated safe area.
- 743 • Provide first aid/emergency care if needed.
- 744 • Keep staff/students in designated area until problem is resolved or until further instructions
745 are received from authorities.

746

ASBESTOS FIBER RELEASE EPISODE

747
748 Disturbance of asbestos-containing material may cause asbestos fiber release which could
749 create a potential health risk for building occupants. Site administrators are responsible for
750 maintaining the site asbestos management plan in a readily accessible location.

751

Administrative Staff:

752

- 753 • Immediately evacuate building occupants and restrict entry into area.
- 754 • Shut off or restrict ventilation system and other sources of air movement.
- 755 • The CAL/OSHA Safety Officer will determine appropriate response actions, including
756 verification of an actual asbestos fiber release and cleanup procedures.

757

AIR POLLUTION ALERTS

758
759

760 Air pollution alerts occur when 0.20 parts pollutant per million (PPM) or greater air quality
761 concentrations exist.

- 762 • Stage I Alert: Occurs when air quality consists of 0.20 parts pollutant per million (PPM).
- 763 • Stage II Alert: (A “warning” stage) occurs when air quality consists of 0.35 parts pollutant
764 per million (PPM).
- 765 • Stage III Alert: (“Emergency stage”) occurs when air quality consists of 0.50 parts pollutant
766 per
767 million (PPM) or higher.

768 **Note:** The Air Pollution Control District (APCD) does not issue an alert for fires. A local area
769 may be affected by smoke or ash. Site administrators are to use discretion in suspending
770 outdoor physical activity.

- 771
- 772 • Strenuous outdoor physical activities for all students and employees shall be discontinued;
773 activities of a less strenuous nature should be substituted. Intensity of an activity and its
774 potential for increasing the respiration rate for an extended period may be deciding factors for
775 canceling certain activities. Heat and stress aggravate respiratory problems.

776

777 In a Stage II or Stage III alert, students shall remain indoors for the duration of an alert; those
778 with respiratory or heart problems should be monitored.

780 **BOMBS AND EXPLOSIONS**

782 **BACKGROUND**

783 Most bomb threats are hoaxes. Telephone calls to a college stating there is a bomb often are
784 made to either disrupt normal activities or provoke an early dismissal. Bomb threats can come in
785 different forms, but should be handled in a consistent manner. Safety and the prevention of
786 panic are of paramount importance.

788 **TELEPHONE BOMB THREAT**

- 789 • Stay calm and courteous. Keep the bomb threat caller talking. Ask for a specific bomb
790 location and time of detonation. Gather information.
- 791 • Try to signal a co-worker to listen on the telephone line, if possible.
- 792 • Write down information. Listen for background noises. Listen closely to the voice for
793 accents, speech impediments or age indications.
- 794 • Immediately notify your Supervisor. Remember not to use two-way radios— they may
795 detonate a device.
- 796 • Call Campus Safety to report the incident. If a device or suspicious object is located,
797 Campus Safety will notify the appropriate agency.
- 798 • Supervisor coordinates with Campus Safety to evaluate information received and decide
799 upon a course of action.

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SEARCHING AND EVACUATION

- Supervisor should consult with either Campus Safety or local law enforcement prior to making any decision. Campus Police and local law enforcement are available to assist and coordinate efforts.
- College personnel should not search for bombs. However, they can provide assistance to law enforcement personnel.
- Initiating a search with the assistance of law enforcement and evacuating the site may be the most desired approach if a suspicious package or device is found. Directing the immediate evacuation upon receipt of any threat has inherent negative consequences. Disruption could prompt more false calls.

SUSPICIOUS PACKAGE OR DEVICE FOUND

- Do not touch or disturb the suspected bomb. Do not use radios or cell phones—these may activate some types of bombs.
- Immediately notify the site administrator, Campus Police, and/or local law enforcement of the exact location and description.
- Utilize site evacuation plan or site fire drill procedure to move all staff and students away from the suspected bomb location. A minimum of 1000 feet is recommended.
- If possible, shut off gas main and electrical power to minimize the possibility of fire.
- Gather any possible witnesses for law enforcement to interview.

EXPLOSIONS

- Immediately take cover under, or next to furniture, upon hearing an explosion. Try to remain as calm as possible.
- Try to establish what exploded, the extent of damage and possible life-threatening hazards to determine your next course of action.
- Take immediate action to ensure your safety and the safety of others. Evacuate according to your site plan if necessary; otherwise, remain in your place of cover.
- If you evacuate, go to an area upwind from the explosion site to avoid possible toxic fumes. If smoke is present, stay low, and exit crawling to avoid breathing fumes.
- Immediately notify the site administrator, Campus Safety, and/or local law enforcement of the exact location and description.
- Custodian or plant operations supervisors should turn off power supplies, electricity, and gas lines if safely possible.
- Ensure no one returns for any reason until city fire personnel officially declare the area safe.

OTHER CONSIDERATIONS

- Attempt to control situation to avoid panic.
- Everyone should know and understand his/her role. Practice your response.

- Bomb threats require a response; usually no less than a search by qualified personnel (Police/law enforcement).
- Consider the impact on students and staff. Involve counseling personnel as needed.

DISTURBANCES AND DEMONSTRATIONS

BACKGROUND

Site administrators may be confronted with disturbances or demonstrations adjacent to a college site or on a college site.

The courts have held that demonstrations are lawful as long as the demonstrators' conduct does not materially disrupt class work, involve substantial disorder, or invade the rights of others. However, any demonstration on campus may interfere with college activities and, therefore, could be unlawful.

Site administrators and police officers are empowered to order persons whose presence interferes with the peaceful conduct of the college, or disrupts the college or its students or college activities, to leave campus. Persons who fail to comply with such instructions are subject to arrest.

DISTURBANCE OR DEMONSTRATION (STUDENTS)

- Site Administration should carefully assess the situation. Designated free speech areas should be considered prior to any demonstration.
- With assistance from Campus Safety, determine the urgency of the situation, type of assistance needed, and if the crowd really needs to be dispersed.
- If Demonstrators are participating in an unlawful assembly on campus, or causing class disruptions, it is recommended the site administrator:
 - o Consult with law enforcement officers to establish the best plan of action.

DISTURBANCE OR DEMONSTRATION (NONSTUDENT)

- Politely inform the individual(s) they are disrupting the college, its students and/or activities and tell them to leave.
- If the individual(s) refuse to comply, notify Campus Safety. An officer(s) will be dispatched to your location. If a physical assault begins, call "911."
- The officer and site administrator will devise a plan of action. The situation will dictate whether additional officers will be needed and/or if the Emergency Operations Center needs to be activated.

OTHER CONSIDERATIONS

- Consider placing staff to answer telephone calls from concerned.

- Try to determine the issues causing the disturbance and attempt to communicate with the participants.
- With assistance from Campus Safety, try to meet with authorized representatives or leaders who can present their issues and possibly respond to your needs.

EARTHQUAKE

BACKGROUND

Recent experience has proven that college buildings, both permanent and portable, are among the safest structures in the event of an earthquake.

Of all earthquake preparedness measures, safety drills are the most important. Essential components of earthquake safety drills are discussion, instruction, and physical demonstration (practice drill). In addition to indicating pre-planning needs, effective earthquake drills simulate (1) actions to be taken during an actual earthquake, and (2) actions to be taken after the ground stops shaking. Building evacuation following a major earthquake is imperative due to potential dangers of fires or explosions. It is necessary to be prepared for the occurrence of probable aftershocks.

EARTHQUAKE WHILE INSIDE (ON SITE)

- A DROP and HOLD command is given by any staff member at first indication of ground shaking.
- All staff/students: DROP and HOLD and assume protective position under table, desk, or other support object. If appropriate, staff/students should hold onto table/desk leg to keep it over body. If in hallway, move to inside wall, or stand in a doorway.
- Avoid glass and falling objects.
- Move away from windows.
- Move away from heavy suspended light fixtures.
- Extinguish flames, turn off power equipment, and electrical appliances. If the odor of natural gas is detected, turn off gas valves.
- Remain undercover for at least two to three minutes to assess damage/injuries and to wait for first aftershock to occur.
- After first aftershock, or after two to three minutes, activate site earthquake evacuations plan.

EARTHQUAKE WHILE OUTSIDE (ON SITE)

- Move to open space away from buildings, trees, and overhead power lines.
- When shaking stops, activate an orderly evacuation.
- Evacuate building(s) according to evacuation plan.
- Transport injured students to Health Services or a designated Triage area.

- Do not allow unauthorized persons to return to buildings until the buildings are officially declared structurally safe. Authorized personnel should only return to building if absolutely necessary.

EARTHQUAKE WHILE OFF SITE

- If walking to and from college/work site, move to open space away from buildings, trees, or overhead power lines. Be alert for possible dangers which would require movement. DO NOT RUN.

NON-EARTHQUAKE STRUCTURAL FAILURE

- Evacuate affected building/area and secure to prevent entrance by staff or students.

FIRE

BACKGROUND

Fire prevention and emergency response to fire situations are a primary responsibility for all employees. Regular action must be taken to ensure that all staff/students are familiar with the site's emergency/fire response plan and action.

FIRE – WHEN COLLEGE IS IN OPERATION

- Call fire department (“911”) immediately.
- Order evacuation of remaining staff/students to appropriate assembly/emergency area; if alarm system fails to operate, notify staff/students by other methods.
- ACTIVATE the emergency plan if there is any life-threatening situation.
- Supervise evacuation of site; ensure that all rooms and areas are evacuated.
- Check with staff to ensure accountability for all staff/students.
- Provide first aid if needed. If incident results in injury to staff or students, involve Health Services.
- If hazardous materials are present or suspected, notify Fire Department of any possible hazardous materials.

FLOODING

BACKGROUND

This procedure applies whenever storm water or other sources of water flood or threaten to flood college grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall, where the site would not have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or a failure of a nearby man-made dam.

958 **Administrative Staff:**

- 959 • Initiate appropriate response actions, which may include In-Place Sheltering, On-Site
- 960 Evacuation, or Off-Site Evacuation.
- 961 • Call Campus Safety and describe the nature and extent of the flooding.
- 962 • Supervise On-Site Evacuation; ensure staff and students evacuate affected buildings
- 963 using prescribed routes or other safe routes to the assembly/evacuation area.
- 964 • Check with staff to ensure accountability for all students/staff.
- 965 • Coordinate with facilities to limit damage.
- 966

967 **SHOOTINGS**

968 **BACKGROUND**

969 The potential for a shooting or a shooting in the workplace exists on every college campus

970 throughout the United States. Although the possession of firearms on or around our campuses

971 is rare, their availability and past national and county shootings dictate the need for a response

972 plan, in case a shooting or other violent attack occurs.

973

974 **WHEN A SHOOTING OCCURS**

- 975 • CALL "911." Identify your college or workplace and exact location. Remain calm and
- 976 answer the police operator's questions. They are trained to obtain the necessary and
- 977 required information for a proper emergency response.
- 978 • Instruct students and employees to drop to the ground immediately, face down as flat as
- 979 possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- 980 • Move or crawl away from gunfire, trying to utilize any obstructions between you and the
- 981 gunfire. Remember that many objects of cover may conceal you from sight, but may not be
- 982 bulletproof.
- 983 • Try to get inside or behind a building and stay down.
- 984 • When you reach a place of relative safety, stay down and do not move. Do not peek or
- 985 raise your head in an effort to see what may be happening.
- 986 • Wait and listen for directions from the police.
- 987

988 **IF SUSPECT IS OUTSIDE YOUR CLASSROOM**

- 989 • Duck and cover. Keep students inside the classrooms and down on the floor. Move behind
- 990 available cover inside the classroom.
- 991 • Close and lock the outside door to the classroom if possible. Close the blinds, turn off the
- 992 lights and stay on the floor. Do not peek out the door or windows to see what may be
- 993 happening.
- 994 • Report location of the assailant.
- 995
- 996
- 997

998 **OFFICE PERSONNEL**

999 In keeping with effective emergency planning, office personnel should have pre-designated
1000 assignments to ensure an effective response in case of a shooting. Actions by multiple persons
1001 must be taken simultaneously to expedite a response.

1002
1003 In response to a report of a shooting from a classroom or other area of the campus, have all
1004 persons in the office duck and cover onto the floor, behind protective objects or into side rooms.
1005 Make required emergency telephone calls to the police from this position. It is crucial that
1006 telephone calls be limited to emergency calls only.

1007
1008
1009 **Note:** Phone calls, other than for emergency purposes, should be made only after
1010 the police have cleared a phone line for that purpose. A phone call to friends or
1011 family will bring onlookers, bystanders or concerned loved ones to the campus,
1012 interfering with the operation of emergency personnel and unnecessarily placing
1013 more people in danger.

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1019 **CALLING “911”**

1020 When you call “911,” identify your exact location. Remain calm and answer the operator’s
1021 questions. Police dispatchers are trained to obtain the necessary and required information for a
1022 proper emergency response. As the police are being dispatched, answer the questions asked of
1023 you by the operator or police dispatcher. Although you are not expected to know all of the
1024 answers, answer them to the best of your ability.

1025
1026 Although you may think the questioning is wasting valuable time, the information you provide will
1027 enable phone personnel to dispatch officers and other emergency personnel safely and
1028 effectively. While you are being questioned, emergency personnel have been dispatched and
1029 are on the way. You will be asked questions, such as:

- 1030 • What exactly is happening and how do you know? Is it still happening now?
- 1031 • Where is the suspect now? What was his/her last known direction? Is the suspect still on
1032 campus?
- 1033 • Is anyone injured? Are there wounded and how many?
- 1034 • Where did it happen? What’s the specific location of occurrence?
- 1035 • What weapons were used if you know? Knowing the number and types of weapons will
1036 assist the police in their response. Describe the weapon(s) or other dangerous object(s) if
1037 possible, and any visible ammunition:

- 1038 • Were any shots fired? Describe the sound and the number of shots fired.
- 1039 • Do you know who the suspect(s) is? If yes, identify him/her/them, and provide any
- 1040 background knowledge you may have.
- 1041

1042 **Note:** It is important to tell the Campus Safety dispatcher if your office has called or is

1043 on the line with the 911 operator.

POLICE/FIRE DEPARTMENT RESPONSIBILITY

1046 Law Enforcement or the Fire Department will take charge of the operation and maintain full

1047 control throughout the duration of the incident.

1048

1049

1050 Police/fire departments will establish a command post(s) at or near your campus where all

1051 operations pertaining to the event will be coordinated.

1052

TERRORISM

BACKGROUND

1054 An act of terrorism is most often perpetrated by an individual or group who uses deliberate

1055 violence against a government or other authorities to achieve certain goals. Terrorist methods

1056 may include the taking of hostages, kidnapping, and the use of bombs and explosions. In a

1057 college situation, a student(s) may be kidnapped and held hostage by another person.

1058

1059

OTHER CONSIDERATIONS

- 1060
- 1061 • Obtain a photo of the abducted student/employee and provide it to the police.
- 1062 • Provide the police with information on known friends of the abducted student/employee.
- 1063 They may be able to provide further information.
- 1064 • Try to obtain a description of the abductor and direction of travel.
- 1065 • Gather any possible witnesses for law enforcement to interview.
- 1066 • Remain calm-the prevention of panic is important.
- 1067

HOSTAGES/KIDNAPPING

1068

1069 Call 911. Be prepared to give the following information:

- 1070 • Identify hostage location on the site
- 1071 • Number of assailants, if known
- 1072 • Number of hostages, if known
- 1073 • Name of assailants, if known
- 1074 • Any available description of assailants and weapons
- 1075 • Demands made by the assailants
- 1076 • Notify staff/students to move students away from the hostage location to a safer location.
- 1077 • Do not evacuate until given instructions by police.

- 1078 • Gather all facts regarding the situation for the police. Keep notes on times, any
- 1079 communications from the person holding the hostage(s), and other witness information.
- 1080 • Provide law enforcement with any assistance:
 - 1081 o Provide keys for access to classrooms, buildings, and gates
 - 1082 o Location of power, water, and gas shutoffs
 - 1083 o Access to roofs
 - 1084 o Location of phones and other communication devices
- 1085 • Work with the district office and law enforcement to determine the next steps.
- 1086

1087 **OTHER CONSIDERATIONS**

- 1088 • Gather any possible witnesses for law enforcement to interview.
- 1089 • Minimize any possibility of the suspect's ability to see or hear news reports.
- 1090 • Consider the possibility of transportation needs.
- 1091 • Consider the emotional impact on the students and staff.
- 1092 • Contact the Communications Office to assist in media inquiries. This office will coordinate
- 1093 media briefings and media information related to the situation.
- 1094 • Remain calm-the prevention of panic is important.
- 1095

1096 **FACTS AND GOVERNMENTAL RESPONSE TO PANDEMIC FLU**

1097 **A. Introduction**

1098 The purpose of this Influenza Pandemic Response Plan is to lessen the impact of an influenza

1099 pandemic on the residents by providing a guide for health care providers for detection and

1100 response to an influenza pandemic event.

1101

1102 **B. Background/Threat**

1103 The worst natural disaster in modern times was the infamous "Spanish flu" of 1918-1919, which

1104 caused 20 million deaths worldwide and over 500,000 deaths in the U.S. Although the Asian

1105 influenza pandemic of 1957 and the Hong Kong influenza pandemic of 1968 were not as deadly

1106 as the Spanish influenza pandemic, both were associated with high rates of illness and social

1107 disruption.

1108

1109 Influenza is a highly contagious viral disease. Pandemics occur because of the ability of the

1110 influenza virus to change into new types, or strains. People may be immune to some strains of

1111 the disease either because they have had that strain of influenza in the past or because they

1112 have recently received influenza vaccine. However, depending on how much the virus has

1113 changed, people may have little or no immunity to the new strain. Small changes can result in

1114 localized epidemics. But, if a novel and highly contagious strain of the influenza virus emerges,

1115 an influenza pandemic can occur and affect populations around the world.

1116

1117 California, with its West Coast location and several major ports of entry for flights and shipping
1118 from Asia (a likely location for the development of a novel virus), would likely be among the first
1119 U.S. locations for an influenza pandemic to establish a foothold. The California Department of
1120 Health Services (CDHS) estimates that the impact of an influenza pandemic on California's
1121 population of 35 million would include:

- 1122
- 1123 • 8.8 million persons ill with influenza (estimated range: 5.3 million to 12.3 million)
- 1124 • 4.7 million outpatient visits (estimated range: 2.8 million to 6.6 million)
- 1125 • 97,200 persons hospitalized (estimated range: 58,300 to 136,000)
- 1126 • 21,500 deaths (estimated range: 12,900 to 30,200).
- 1127

1128 An influenza pandemic is unlike any other public health emergency or community disaster:

- 1129
- 1130 • Many experts consider influenza pandemics to be inevitable, yet no one knows when the
1131 next one will occur.
- 1132 • There may be very little warning. Most experts believe that we will have between one and
1133 six months between the time that a novel influenza strain is identified and the time that
1134 outbreaks begin to occur in the U.S.
- 1135 • Outbreaks are expected to occur simultaneously throughout much of the U.S., preventing
1136 sharing of human and material resources that normally occur with other natural disasters.
- 1137 • The effect of influenza on individual communities will be relatively prolonged -- weeks to
1138 months -- when compared to minutes-to-hours observed in most other natural disasters.
- 1139 • Because of the substantial lead times required for vaccine production once a novel strain
1140 has been identified, it is likely that vaccine shortages will exist, especially during the early
1141 phases of the pandemic. Effective preventive and therapeutic measures --including
1142 antiviral agents -- will likely be in short supply, as may some antibiotics to treat secondary
1143 infections.
- 1144 • When vaccine becomes available, it is expected that individuals will need an initial priming
1145 dose followed by a second dose approximately 30 days later to achieve optimal antibody
1146 responses and clinical protection.
- 1147 • Health-care workers and other first responders will likely be at even higher risk of exposure
1148 and illness than the general population, further impeding the care of victims.
- 1149 • Widespread illness in the community will also increase the likelihood of sudden and
1150 potentially significant shortages of personnel in other sectors who provide critical
1151 community services: military personnel, police, firefighters, utility workers, and
1152 transportation workers, just to name a few.
- 1153
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1158 **Benefits of pre-event planning**

1159 In addition to preparing to respond to an actual pandemic, increasing awareness among the
 1160 public health, medical, and emergency response communities will foster greater concern about
 1161 “routine”, annual influenza epidemics, which kill an average of 20,000 Americans every winter.

1163 Prompt improvements in infrastructure to address the major elements of pandemic
 1164 preparedness can have immediate and lasting benefits and can also mitigate the effect of the
 1165 next pandemic. For example, increasing routine, annual influenza vaccination coverage levels in
 1166 high-risk patients will not only reduce their risk of dying or being hospitalized during the
 1167 prepandemic period, but will also facilitate access to such patients -- through greater confidence
 1168 in the benefits of influenza vaccination and expanded programs to access those patients --
 1169 when the next pandemic occurs. Similarly, increasing the coverage of pneumococcal vaccine in
 1170 such patients could have a significant impact on the incidence and severity of secondary
 1171 bacterial pneumonia.

1172 **C. Concept of Operations**

1173 **1. Stages of Alert**

1174 For purposes of consistency, comparability, and coordination of the national, state, and local
 1175 response, identification and proclamation of the following “stages” will be done at the national
 1176 level:

1177

<u>Pandemic Phase</u>	<u>Definition</u>
<u>Novel Virus Alert</u>	<u>Novel virus detected in one or more humans</u> <u>Little or no immunity in the general population</u> <u>Potential, but not inevitable precursor to pandemic</u>
<u>Pandemic Alert</u>	<u>Novel virus demonstrates sustained person-to-person</u> <u>transmission and causes multiple cases in the same geographic</u> <u>area</u>
<u>Pandemic Imminent</u>	<u>Novel virus causing unusually high rates of morbidity and/or</u> <u>mortality in multiple, widespread geographic areas</u>
<u>Pandemic</u>	<u>Further spread with involvement of multiple continents; formal</u> <u>proclamation made</u>
<u>Second Wave</u>	<u>Reoccurrence of epidemic activity within several months following</u> <u>the initial wave of infection</u>
<u>Pandemic over</u>	<u>Cessation of successive pandemic “waves,” accompanied by</u> <u>return (in the U.S.) of more typical wintertime “epidemic” cycle</u>

1178

1179 As the pandemic develops, the World Health Organization (WHO) will notify the Centers for
1180 Disease Control and Prevention (CDC) and other national health agencies of progress of the
1181 pandemic from one stage to the next. CDC will communicate with CDHS and other state
1182 agencies about pandemic stages, vaccine availability, virus laboratory findings, and national
1183 response coordination. The State will communicate with local health agencies through the
1184 California Health Alert Network (CAHAN).

1185

1186 **2. The Federal Role**

1187 The Federal government has assumed primary responsibility for a number of key elements of
1188 the national plan, including:

1189

- 1190 • Vaccine research and development.
- 1191 • Coordinating national and international surveillance.
- 1192 • Assessing and potentially enhancing the coordination of vaccine and antiviral capacity,
1193 and coordinating public-sector procurement.
- 1194 • Assessing the need for and scope of a suitable liability program for vaccine manufacturers
1195 and persons administering the vaccine.
- 1196 • Developing a national “clearinghouse” for vaccine availability information, vaccine
1197 distribution, and redistribution.
- 1198 • Developing an adverse events surveillance system at the national level.
- 1199 • Developing a central (national) information database/exchange/clearinghouse on the
1200 Internet.

1201

1202 **3. The State Role**

1203

1204 **Novel Virus Alert Stage**

1205

1206 During this stage, CDHS activities will be limited to monitoring reports of progress of the disease
1207 and surveillance to detect the arrival of disease caused by the novel virus in California. Novel
1208 virus detection will be carried out by WHO and CDC.

1209

1210 **Pandemic Alert Stage**

1211

1212 During this stage, CDHS will monitor reports of disease spread and meet with surveillance
1213 partners to activate and augment surveillance systems. The State Viral and Rickettsial Disease
1214 Laboratory (VRDL) in Richmond will increase laboratory surveillance.

1215

1216 The CDHS Immunization Branch (IB) will maintain close contact with CDC and the Food and
1217 Drug Administration to obtain information on plans for vaccine delivery. IB will work with local
1218 health departments (LHDs) and representatives of the private medical sector to plan delivery
1219 and administration of vaccines when they are available.

1220 The CDHS Division of Communicable Disease Control (DCDC) will meet with, the California
1221 Medical Association and the California Pharmacists Association to plan for vaccine
1222 administration and for antiviral and antimicrobial supplies. The IB will prepare training materials
1223 for vaccine administrators.

1224
1225 CDHS DCDC will provide technical information, public information, and press releases to be
1226 released by the CDHS Office of Public Affairs (OPA). Public information will include travel alerts,
1227 guidelines on limiting the spread of the disease, and information about when and where to
1228 obtain medical care. The CDC's Epidemiology Program Office (EPO) and the California DCDC
1229 will ensure communication among epidemiology efforts, laboratory surveillance, and emergency
1230 management agencies (EMAs). CDC EPO and the EMAs will address personnel and equipment
1231 shortfalls.

1232 1233 **Pandemic Imminent Stage**

1234 In the pandemic imminent stage, the pandemic alert activities will continue at an intensified
1235 level. Surveillance efforts will be increased for both influenza illness and the circulation of the
1236 influenza virus. If vaccine is available, the distribution system will be implemented and security
1237 measures will be put in place to ensure that vaccine will be given first to groups with highest
1238 priority for receiving them. DCDC and OPA will step up information flow to LHDs, medical
1239 providers and all other stakeholders. DCDC and OPA will provide translations of all public
1240 information messages into Spanish and the 14 other major languages in California. The State
1241 OES, local Emergency Management Agencies, DHS, and hospitals will activate the emergency
1242 response system.

1243
1244 Local coroners and funeral directors will be advised to prepare for increases in the number of
1245 dead they will have to handle.

1246 1247 **Pandemic Stage**

1248 Surveillance efforts will be overwhelmed. Emphasis will be shifted from detecting cases caused
1249 by the influenza virus to monitoring demographic characteristics that may indicate a need to
1250 revise priority groups for receiving vaccine and antiviral medications if available supplies are
1251 limited. Vaccine delivery will be at its highest level, and the system to detect possible adverse
1252 reactions to the vaccine will be closely monitored. EMAs will establish alternative treatment sites
1253 since hospitals will be overwhelmed.

1254 1255 **Second Wave**

1256 All agencies and health care providers must make use of the interim period to prepare for a
1257 resurgence of disease. This includes addressing shortfalls in supplies and personnel.
1258 Although there are likely to be medical resources and technical assistance available from state
1259 and federal agencies, local counties should expect to manage the local response at the time of

1260 the pandemic, including temporary redirection of personnel and financial resources from other
1261 programs.

1262

1263 **4. The Local Response**

1264

1265 Chapters I through III of this Plan address how the DHS response will be integrated into the
1266 overall Operational Area Emergency Operations Plan, of which this Plan is an annex. These
1267 chapters include procedures for command and control, detection and notification of public health
1268 threats, and the roles of key DHS personnel during a public health emergency. Since many
1269 aspects of the public health response would be the same, this Influenza Pandemic Response
1270 Plan focuses on response characteristics unique to pandemic influenza.

1271

1272 Chapter V of this Plan is the “Risk Communications and Public Information Plan.” This plan
1273 describes the DHS approach to:

1274

- 1275 • Facilitating cooperation among all involved parties (e.g., government officials, health
1276 experts, industry, and the public).
- 1277 • Persuading and directing the behavior of individuals or communities.
- 1278 • Promoting informed decision-making about the acceptability of known risks.
- 1279 • Educating and correcting false or misleading information.

1280

1281 Chapter VI of this Plan, the “Strategic National Stockpile Management Plan”, describes the plan
1282 for mass vaccination. This plan contains additional position checklists for workers at vaccination
1283 sites and at a warehouse established to coordinate the distribution of vaccines or antibiotics to
1284 these sites, if needed.

1285

1286 Isolation of symptomatic victims and quarantine of exposed individuals would be essential to
1287 ending an influenza pandemic. These interventions are addressed in Chapter VII of this Plan.

1288

1289 In the pre-event (Phase 1) smallpox planning process, DHS discussed the need to vaccinate
1290 personnel who are needed to maintain the human infrastructure of the community during an
1291 epidemic. The absence of services provided by these personnel would pose a serious threat to
1292 public safety or would significantly interfere with the ongoing response to the pandemic. These
1293 key personnel, who would also be the County’s first priority for administration of influenza
1294 vaccine or antivirals, may include, but are not limited to:

1295

- 1296 • Public health physicians and staff
- 1297 • Hospital employees
- 1298 • Physicians, pharmacists, and other clinicians
- 1299 • Local government decision-makers
- 1300 • First responders: Public Safety, Fire, and EMS

- Utility, food service, and transportation personnel
- Family members of the key personnel listed

D. Public Health Response Procedures

In the early stages of a pandemic, there may be no vaccine at all. The federal Planning Guide indicates that a minimum of six to eight months would elapse before the tens of millions of doses needed could be produced for distribution. When vaccine first becomes available the demand will likely exceed the supply.

Pharmaceutical delivery will become an important issue during a pandemic. While antiviral agents will play a role in both prophylaxis and treatment of influenza, the existing supplies would certainly fall short of the need. As the pandemic progresses, there may not be sufficient supplies of antibiotics for treating persons with complications of influenza. In addition to supply problems, other difficulties are associated with use of antiviral agents. Priorities for target groups and the use of limited supplies for prophylaxis versus therapy have not yet been established. Widespread use of antivirals and antibiotics could lead to emergence of drug-resistant viral strains. Adverse antiviral reactions and liability issues will also be of concern. In a pandemic, DHS would provide consultation on the handling and administration of pharmaceuticals in cooperation with California DHS.

1. Novel Virus Alert Stage

Novel virus detected in one or more humans. Little or no immunity in the general population. Potential, but not inevitable, precursor to a pandemic.

a. Surveillance

- Monitor bulletins from CDC and CDHS regarding virologic, epidemiologic, and clinical findings associated with new variants isolated within or outside the U.S.
- Meet with appropriate partners and stakeholders and review major elements of enhanced surveillance activities; modify and update plan as needed.
- Activate enhanced local surveillance to detect importation and local spread in coordination with the State Viral and Rickettsial Disease Laboratory (VRDL) in Richmond.
- Obtain appropriate reagents from the VRDL, if appropriate, to detect and identify the novel strain.

b. Vaccine and Pharmaceutical Delivery

- Meet with hospitals, health care providers, and other partners and stakeholders to review major elements of the vaccine distribution plan, including plans for storage, transport, and administration of vaccines and antivirals.

- Modify plan as needed to account for updates, if any, on recommended target groups and projected vaccine supply.

c. Emergency Response and Communications

- Test local communication systems, including ReddiNet and CAHAN, to ensure that local and statewide communications are functional.
- Notify hospitals, health care providers, and other partners and stakeholders of the novel virus alert.
- Modify communications plan (and written materials) as needed (in collaboration with state officials) to account for updates, if any, on projected effects of the novel virus.
- Implement contingency plans, if any, for obtaining critical hardware, software, or personnel to expand communications systems if needed for a pandemic.
- Ensure ongoing coordination among surveillance, epidemiology, laboratory, EMS, OES, and other local response efforts.
- Develop and/or update press release templates. Develop materials for responding to questions that may come from the media.

2. Pandemic Alert Stage

Novel virus demonstrates sustained person-to-person transmission and causes multiple cases in the same geographic area.

Novel virus alert activities will be continued at a more advanced level and other activities will be added.

a. Surveillance

- Fully activate enhanced surveillance activities. Assess functionality, timeliness, and completeness of data entry and dissemination, data links, and feedback mechanisms throughout the local the system.
- Monitor daily CDC and state reports, which will include information from the following sources:
 - o Kaiser facilities' inpatient diagnosis and pharmacy surveillance systems.
 - o Collaborating laboratories and LHDs.
 - o California sentinel physicians who report directly to CDC and/or CDHS.
 - o Quarantine Station reporting of infected individuals arriving from other countries.
- Meet with surveillance partners to increase the amount of patient demographic information collected, in order to identify groups with increased risk.
- Inform surveillance partners of the need to increase specimen collection for detection of novel virus and alert laboratories to prepare for increased numbers of specimens.
- If requested by VRDL, distribute specimen collection kits to hospitals and clinicians and obtain cooperation to facilitate sending isolates to VRDL.
- Recruit pharmacies to participate in reporting antiviral prescriptions filled.

- 1384 • Assess inventory of laboratory equipment and supplies, noting what is needed.
- 1385 • Assess inventory of medical equipment and supplies (including ventilators, ICU
- 1386 equipment, and oxygen saturation monitors), noting what is needed.
- 1387 • Develop contingency plans for procurement of laboratory equipment and supplies, and
- 1388 also for possible redirection and hiring of additional laboratory employees, including
- 1389 clerical/data entry personnel.
- 1390 • Explore re-certification of non-traditional labor pool and redirection of staff with
- 1391 appropriate skills to alleviate need for additional laboratory personnel.

1393 **b. Vaccine and Pharmaceutical Delivery**

1394

1395 During the pandemic alert stage, vaccine would not yet be available, and may not be for several

1396 months.

1397

- 1398 • Monitor reports from the CDC, FDA, and CDHS to obtain information on plans for
- 1399 vaccine manufacture.
- 1400
- 1401 • Prepare to implement plan for storing and delivering vaccine as it becomes available
- 1402 to DHS (vs. private distribution).
- 1403
- 1404 • Review elements of plan for vaccine delivery with partners and stakeholders.
- 1405
- 1406 • Ensure that human resources, equipment, and plans for mass immunization clinics are
- 1407 in place (see Chapter VI Mass Vaccination/Prophylaxis and Management Plan).
- 1408
- 1409 • Obtain latest CDHS recommendations for priority groups for vaccine allocation and
- 1410 modify as necessary based on current surveillance data.
- 1411
- 1412 • Meet with local pharmacists and medical association to discuss potential need to:
- 1413 o increase antiviral and antimicrobial supplies.
- 1414 o increase role of pharmacists in vaccine delivery.
- 1415
- 1416 • Coordinate with CDHS to receive the state satellite broadcast training/refresher on
- 1417 vaccine administration techniques for persons who do not normally administer
- 1418 vaccines, but will be enlisted to do so in a pandemic:
- 1419 o arrange for viewing by appropriate groups.
- 1420 o provide video copies of the broadcast for local training.
- 1421
- 1422
- 1423
- 1424

c. Emergency Response and Communications

- 1425 • Ensure communication among the epidemiology and laboratory surveillance programs
- 1426 and emergency management.
- 1427
- 1428
- 1429
- 1430 • Alert surveillance groups to increase surveillance activities.
- 1431
- 1432 • Identify contact person (and backup person) for communication with CDHS.
- 1433
- 1434 • Identify spokesperson (and backup person) for communication with press, public, etc.
- 1435
- 1436 • Prepare fact sheets detailing responses to questions coming from the media and the
- 1437 public:
- 1438
 - o include documents intended for electronic distribution on the DHS web site.
 - 1439 o include telecommuting advice to employers, labor organizations, and others.
 - 1440 o include travel alert information received from the State and/or CDC.
- 1441
- 1442 • Respond to media inquiries regarding outbreak.
- 1443
- 1444 • Notify hospitals, health care providers, emergency responders, coroners, and
- 1445 mortuary organizations via CAHAN, ReddiNet, or other means as needed.
- 1446
- 1447 • Increase laboratory surveillance and disease surveillance.
- 1448
- 1449 • Alert emergency responders to work with EMS to inventory critical supplies and solve
- 1450 problems arising from high response volumes.
- 1451
- 1452 • Alert Medical Reserve Corps, neighborhood-watch, and/or other community based
- 1453 response organizations.
- 1454
- 1455 • Conduct inventory of critical equipment, supplies, and personnel, including availability
- 1456 of hospital beds, antiviral pharmaceuticals, refrigerated depots for vaccines, and
- 1457 transport for delivery of vaccines.
- 1458
- 1459 • Identify methods to address personnel and supply shortfalls.
- 1460
- 1461 • Plan for implementation of emergency medical treatment sites and temporary infirmary
- 1462 locations, in coordination with local mass-care organizations such as American Red
- 1463 Cross and/or Salvation Army.
- 1464

- Send bulletins to private providers via local medical association and/or lists acquired from state licensing boards.

- Issue guidelines on influenza precautions for workplaces, emergency departments, airlines, colleges, jails and prisons, public safety agencies, and individuals.

3. Pandemic Imminent Stage

Novel virus causing unusually high rates of morbidity and mortality in widespread geographic areas.

In the pandemic imminent stage the pandemic alert activities will continue at an intensified level.

a. Surveillance

- Outside of normal surveillance season, verify that hospital and health care surveillance has been activated and DHS is receiving ongoing reports of cases within the county.
- Report the data collected to all participating facilities as well as to CDHS.
- Analyze the inpatient data to determine which population groups are at greatest risk and provide the information to CDHS and to those determining priority groups for vaccine allocation when the supply is limited.
- Participate in special studies, as requested by CDHS:
 - o to describe unusual clinical syndromes.
 - o to describe unusual pathologic features associated with fatal cases.
 - o to conduct efficacy studies of vaccination or chemoprophylaxis.
 - o to assess the effectiveness of control measures such as college and business closings.
- Maintain increased laboratory surveillance and other activities outlined previously in the pandemic alert section.

b. Vaccine and Pharmaceutical Delivery

- Continue activities as listed in pandemic alert stage, including meetings with the local pharmacist and medical associations.
- Increase public information effort designed to keep ill persons at home.
- If vaccine delivery date is predicted by CDC, work with CDHS to:

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- o establish local delivery date.
- o review distribution plan and update when new information is available.
- o obtain signed agreements with hospitals and private providers on priority order of groups to receive vaccine when supply is limited.
- o alert to need for security at immunization sites.
- o alert to need for reporting adverse events to VAERS system.

- If vaccine is available, fully activate the immunization program.

- Obtain data on antiviral and antimicrobial supplies.

- Prepare or update recommendations and plans for allocation of antiviral and antimicrobial supplies.

c. Emergency Response and Communications

- Notify hospitals, health care providers and first response agencies of pandemic imminent stage. Set up information flow to all partners and stakeholders, including posting information on County website, CAHAN, and ReddiNet.

- Update documents and fact sheets based on current surveillance information.

- Provide translations of all public information messages into Spanish and the other major languages.

- Monitor the ability of hospitals and outpatient clinics to cope with increased patient loads.

- Implement health education campaign with emphasis on the following:

- o hand washing.

- o stay home rather than be exposed to/spread the influenza virus.

- o check on family, friends living alone.

- o vaccination clinic locations.

- o signs, symptoms.

- o vaccine safety and storage.

- Work with employers and labor organizations to implement a telecommuting system so more people can stay home.

- 1549 • Activate emergency response system, including Emergency Operations
- 1550
- 1551 • Center and/or DHS Department Operations Center, as appropriate.
- 1552 • Implement mutual aid or other procedures to address supply and personnel shortfalls.
- 1553
- 1554 • Conduct inventory of critical supplies/personnel and solve problems: shortage of
- 1555 supplies (gloves, safety needles, ventilators), personnel shortage (how to get
- 1556 nontraditional labor pool re-certified or alternative staff redirected).
- 1557
- 1558 • Develop plan for counseling/psychiatric services (Department of Mental Health, private
- 1559 mental health agencies).
- 1560
- 1561 • Develop plans for children orphaned by death of parents (Department of Social
- 1562 Services, private welfare agencies).
- 1563

1564 **4. Pandemic Stage**

1565 Further spread of influenza disease with involvement of multiple continents.

1566 **a. Surveillance**

1567 Influenza morbidity and mortality surveillance systems will likely become overwhelmed.

- 1571 • Continue to monitor selected vital statistics for mortality and morbidity data received
- 1572 from the inpatient diagnosis surveillance system to establish age and geographic area-
- 1573 specific rates.
- 1574
- 1575 • Use above data to establish priority groups for immunization as vaccine availability
- 1576 changes, providing data to CDHS, hospitals, and private providers.
- 1577
- 1578 • Continue to monitor reports from WHO, CDC, and CDHS on national and worldwide
- 1579 morbidity and mortality data.
- 1580
- 1581 • Laboratory surveillance will focus on detection of antigenic drift variants and resultant
- 1582 viruses that could limit the efficacy of vaccines produced against the original pandemic
- 1583 strain.
- 1584

1585 **b. Vaccine and Pharmaceutical Delivery**

1586

1587 Continue all pandemic imminent activities. Presumably vaccine would be available for

1588 a sizable proportion of the population.

1589

- 1590 • Monitor VAERS data for evidence of adverse reactions to the influenza vaccine.
1591 Report findings routinely to CDHS.
1592
- 1593 • Modify recommendations and agreements on priority groups for receiving the vaccine
1594 to reflect greater availability of vaccine.
- 1595 • Review surveillance data for changes in risk factors that could require modification of
1596 recommendations for priority groups for receiving vaccine.
1597
- 1598 • Monitor availability of antivirals and, when appropriate, recommend changes in priority
1599 groups for receiving vaccine or antivirals.
1600

1601 **c. Emergency Response and Communications**

1602 All of the activities of the pandemic imminent stage and the following:
1603

- 1604
- 1605 • Notify hospitals, health care providers, and first responder agencies of Pandemic
1606 Stage.
1607
- 1608 • Implement emergency medical treatment sites and temporary infirmary locations as
1609 needed in coordination with local mass-care organizations, such as American Red
1610 Cross and Salvation Army, to respond to the overwhelming caseload.
1611
- 1612 • Increase public information effort designed to keep ill persons at home, providing
1613 translations into Spanish and other major languages.
- 1614 • Request law enforcement mutual aid, if needed. If law enforcement mutual aid system
1615 is overwhelmed, the Governor may issue a waiver to allow National Guard and military
1616 to act as law enforcement.
1617
- 1618 • If the medical/health mutual aid system is overwhelmed, the State may request health
1619 care workers from other states and/or the federal government.
1620

1621 **5. Second Wave**

1622 Typically in a pandemic, the number of new cases of influenza peaks and then declines, giving
1623 the impression that the pandemic is over. Then within a few months, influenza incidence once
1624 again increases. State and local officials and health care providers need to remain vigilant for a
1625 return of the epidemic activity. This is especially difficult given that all personnel and supplies
1626 involved in responding to the epidemic will be exhausted by efforts to respond to the pandemic.
1627 The perceived “end of the pandemic” may be viewed as an opportunity to relax and recover.
1628 However, all essential functions should be restored to return to pandemic imminent status.
1629

1630 Public health personnel who provide the data to CDHS will probably still be backlogged with
1631 reports, but should be encouraged to maintain extra staffing levels.

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All sources of surveillance data will need to be convinced that their contributions are still essential because of the likelihood of a second wave. If the decline in the number of cases occurs outside the normal influenza season, it will be necessary to explain the importance of maintaining vigilance because the second wave could occur at any time.

Immunization efforts in lower risk groups should continue as vaccine becomes available to increase “herd immunity” in the population in the event of a second wave.

Laboratory surveillance should also return to pandemic imminent status while maintaining surveillance for possible antigenic drift.

E. Public Information and Risk Communication

Dissemination and sharing of timely and accurate information with the health care community, the media, and the general public will be one of the most important facets of the pandemic response. Instructing the public in actions they can take to minimize their risk of exposure or actions to take if they have been exposed will reduce the spread of the pandemic and may also serve to reduce panic and unnecessary demands on vital services.

The Public Health PIO in consultation with the Health Officer and Communicable Disease staff will identify public health issues and concerns that will or may need to be addressed through public information messages regarding pandemic influenza and will identify affected target audiences for messages.

Messages will address, but not be limited to, vaccine supply, antiviral use, low-tech prevention methods, and maintenance of essential services. They will also identify appropriate strategies for dissemination of messages including postings to the Public Health website.

Office of Primary Responsibility: Vice President of Finance and Administrative Services

Approved by:
Physical Resources 11/4/10
CSEA
Management Team
Supervisor Confidential Group
Academic Senate
ASCC
Steering Committee

Note: New language is indicated by underline, deleted language is indicated by ~~strike through~~, and subsequent changes to language are indicated by shading.

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BP 3505 EMERGENCY RESPONSE PLAN

References:

- Education Code Sections 32280 et seq. and 71095;
- Government Code Sections 3100 and 8607(a);
- Homeland Security Act of 2002;
- National Fire Protection Association 1600;
- Homeland Security Presidential Directive-5;
- Executive Order S-2-05;
- 19 California Code of Regulations (CCR) Sections 2400-2450

The Superintendent/President shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and SEMS mandates include but are not limited to:

- Establishing disaster preparedness procedures or a plan; and
- Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines
 - o Training requirements vary based on job titles or assigned roles within the emergency plan

College personnel must be informed that as public employees, they are also disaster service workers during national, state, and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The Superintendent/President should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and state.

The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The District must ensure that its plan is updated regularly. Colleges must comply with NIMS and SEMS to receive state or federal funding.

Office of Primary Responsibility: Vice President of Finance and Administrative Services

Approved by:
Physical Resources 11/4/10
CSEA
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AP 3570 SMOKING ON CAMPUS

References:

Government Code Sections 7596, 7597, and 7598;
Labor Code Section 6404.5;
Title 8 Section 5148

Smoking is prohibited within 20 feet of a main exit, entrance, or operable window of any campus building.

Smoking is prohibited inside any indoor area of any campus building.

Smoking is prohibited in any enclosed place of employment on campus, including lobbies, lounges, waiting areas, stairwells, and restrooms that are a structural part of any building that is a place of employment.

Office of Primary Responsibility: Vice President of Finance and Administrative Services

Approved by:
Physical Resources 11/4/10
CSEA
Management Team
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Academic Senate
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Board Approved

1773

Proposed Citrus Community College District Procedure

CCLC No. 3570

1774

**General Institution
DRAFT as of 1011/10**

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BP 3570 SMOKING ON CAMPUS

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References:

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Government Code Sections 7596, 7597, and 7598;

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Labor Code Section 6404.5;

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Title 8 Section 5148

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The President/Superintendent shall assure that the District has procedures in place specifying limitations on smoking as required by law and as may be adopted by the District.

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Office of Primary Responsibility: Vice President of Finance and Administrative Services

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Approved by:

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Physical Resources 11/4/10

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CSEA

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Management Team

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Supervisor Confidential Group

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Academic Senate

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ASCC

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Steering Committee

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NOTE: New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by shading.

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Board Approved

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