802. EMERGENCY PLAN

802.1 Establishment of Procedures

The first concern of the College in establishing and operating emergency procedures shall be the welfare of the College students and personnel under its jurisdiction.

802.2 Civil Defense Activities

In accordance with Sections 3100-3101 of the Government Code of the State of California, all District employees are hereby declared civil defense workers, subject to such civil defense activities as may be assigned to them.

802.3 Cooperation with Civil Defense Authorities

During times of emergency, it shall be the desire of this District to cooperate in every way possible with Civil Defense authorities, American National Red Cross authorities, law enforcement agencies, and other governmental agencies concerned.

802.4 Student Emergency Dismissal From Campus

Under emergency conditions, College students may be dismissed from the campus at their own request and be subject to the full assumption of the responsibility of their own personal safety. The authority of this decision shall be vested in the District administrator in charge at the time of the emergency.

802.5 Emergency Drills

Emergency drills shall be conducted according to operational procedures; students and college personnel shall be required to participate. A record shall be kept in the Office of the President indicating the dates and times of each drill conducted.

802.6 Emergency Operational Plan

An operational plan to implement these policies will be prepared at the direction of the Superintendent-President.
802.7 Evacuation During Emergencies

The administrator in charge shall be responsible for the supervision of the evacuation of all facilities under his/her jurisdiction. The faculty, under the supervision of the appropriate administrators, shall be responsible for the orderly evacuation of students.

802.8 Implementation of Emergency Plan

Overall director and coordinator of emergency procedures will be the Superintendent-President or delegated representatives. They will implement any emergency plan designed to protect the safety of students and staff.

802.9 General Procedures

a. In all emergency situations, close liaison will be maintained with the Sheriff’s substation in the City of Santa Clarita.

b. For evening classes, the same procedure as outlined in these policies will be followed by the administrator in charge. IN the event of an actual emergency during evening hours, the following personnel should be notified: Superintendent-President, Assistant Superintendent/Vice President, other members of the Administrative Council and members of the Board of Trustees.

c. In the event of any emergency when College is not in session, any employee learning of the emergency should notify the Superintendent-President, or other administrators, who will communicate with the President of the Board and determine subsequent action be taken.

d. The Emergency Plan will be discussed in each class during the early part of each College session.