

AP 3505 Emergency Response Plan

References:

Homeland Security Act of 2002;
National Fire Protection Association 1600;
Homeland Security Presidential Directive-5;
34 Code of Federal Regulations Part 668.46(b)(13), (e), and (g);
Occupational Safety and Health Act of 1970 and 29 Code of Federal Regulations
Parts 1910 et seq.;
NWCCU 2010 Standard 3.A.5
No Oregon statutory requirement.

PURPOSE

The Emergency Operations Plan is the Colleges planned response to all hazards on or affecting the campus or surrounding community. The plan will be activated by the College President or designee. The Emergency Operations Plan details actions and responsibilities for all employees of the College including those on the Emergency Operations Center (EOC) staff.

RESPONSIBILITY

All employees of the College must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employee's emergency response responsibilities.

PREPAREDNESS

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

EMERGENCY OPERATIONS PLAN

Rogue Community College continues to plan for a wide ranges of emergencies and disasters that may impact the College community. As part of that continued planning, Rogue Community College utilizes an Emergency Operations Plan to mitigate, prepare, respond and recover from emergencies and disasters. The Emergency Operation Plan addresses the college's response to fires, earthquakes, hazardous materials releases, bomb threat, civil disturbances, flooding, power failures, active shooter situations and other unexpected situations that may occur on college property. General information about the Emergency Operations Plan for Rogue Community College is publicized each



year as part of the Colleges Clery Act compliance efforts and is made available at www.roguecc.edu/riskManagement.

All members of the campus community are notified on an annual basis that they are required to notify the College Risk Management and Security Department of any incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees on campus. The College Risk Management and Security Department has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the College Risk Management and Security Department has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Emergency drills are coordinated by the College Risk Management and Security Department 4 – 6 times per year for all facilities on campus. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. College Risk Management and Security does not establish locations for evacuation in advance because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, the College Risk Management and Security staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

Drills are monitored by the College Risk Management and Security and College administration to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration.

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