

POMONA COLLEGE EMERGENCY MANAGEMENT PLAN

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POMONA COLLEGE

EMERGENCY MANAGEMENT PLAN

EXECUTIVE SUMMARY

Pomona College, like any other large organization, is potentially subject to natural and man-made incidents that could threaten our community, core academic mission, institutions and environment. In any emergency, the College's first priority is the safety and well-being of our students, faculty and staff.

The Pomona College Emergency Management Plan (EMP) establishes the framework to ensure that the College is prepared to deal with emergencies or threats to community safety on campus, in Claremont or to our students, faculty or staff abroad. The Plan describes the roles and responsibilities of College departments as well as their relationships with state and federal agencies that may support them should the situation warrant local and/or federal assistance. The College's Emergency Management Plan and Emergency Response Team unify the efforts of College departments to provide a comprehensive approach to respond and to reduce the impacts of a disaster event.

The EMP addresses the responsibilities of College departments throughout the phases of emergency management as defined by Federal Emergency Management Agency (FEMA) and parallels the federal agency responsibilities set forth in the Federal Response Plan (FRP) developed by FEMA and other federal agencies.

The organization of the EMP has been compressed and segmented into the following sections:

Basic Plan

This section outlines in general terms how College departments will respond to, aid the College's recovery from and mitigate the impact of any emergency or disaster. It also contains sections that describe the emergency response priorities and incident levels as well as the roles of the various members of the College administration.

Campus Incident Management System (CIMS)

The Emergency Response Team structure will act as the Pomona College Campus Incident Management System and assigns leadership roles to the College's senior leadership to manage the functional components necessary to manage any emergency situation. The ERT consists of members of the Executive Staff and other senior administrators. This group, when convened by the President or Senior Administrator on Call (SAOC), will direct the actions of the Emergency Support Teams.

Emergency Support Team Appendices

The Basic Plan describes nine Emergency Support Teams (EST) that will ensure that critical functions be performed in a coordinated manner. This structure is patterned after the state and federal emergency response plans. Each of the appendices to the Basic Plan contains information about the Emergency Support Teams, their purpose, team scope, operating policies, planning assumptions and the responsibilities of the departments involved.

Annex A

This annex contains Standard Operating Procedures for hazardous materials response, terrorism and other unique threats.

POMONA COLLEGE

EMERGENCY MANAGEMENT PLAN

INTRODUCTION

Pomona College is prepared to respond to emergency situations 24 hours per day, seven days a week. The Pomona College Emergency Management Plan (EMP) is the College's emergency preparedness and response outline. The EMP procedures coordinate the College's response to disasters, emergencies, severe weather conditions and other potentially catastrophic events that could affect the safety and well-being of members of the College community. In any emergency, the College's first priority is the safety and well-being of our students, faculty and staff.

The EMP is a comprehensive emergency management system that ensures coordination and cooperation among multiple departments, organizations and jurisdictions for small and large scale events. The level of response is coordinated by the "Senior Administrator On-Call" (SAOC).

SECTION ONE

Purpose of Pomona College Emergency Management Plan (EMP)

- Prioritizes the safety of those who live, work and study at Pomona College and provides communications methods to inform internal and external stakeholders of safety issues and the College's emergency response.
- Describes the organization, staff and coordination necessary to ensure the safety and well-being of our community members and the continued operations of Pomona College in Claremont, CA, as well as necessary action to assist and care for community members abroad if an emergency should occur. The Plan recognizes the College's responsibilities and prescribes actions to be taken by departments within the College.
- Establishes responsibilities of College leaders and all administrative departments, setting forth lines of authority and organizational relationships
- Identifies personnel, equipment, facilities, resources and supplies; identifies required mitigation steps; focuses on measures integral to the protection of the community; establishes concepts and policies for the integration of resources under which all elements of the College will operate during emergencies; and outlines steps to help ensure the recovery of College operations.
- Provides a framework for the College to manage unique campus emergencies. In the event of an incident with long term implications, the College's focus would transition from an immediate response and community care to also include the recovery of operations in order to fulfill its academic mission with minimal disruption. These two functions complement one another and rely upon the same resources but are distinct in their emergency preparedness planning.

The EMP, as part of the College's overall safety and security efforts, is regularly reviewed through the ongoing work of the College's senior leadership and members of the Emergency Response Team to ensure that the College is prepared to respond and adapt to rapidly developing events and changing campus needs and external factors.

SECTION TWO

Emergency Response Priorities

In any emergency situation, Pomona College's emergency response will be guided by the following priorities:

1. People

Pomona College's highest priority is the safety and well-being of those who live, work and study within the Pomona College community.

2. Residential and Occupied Facilities

Residence halls that house students, faculty and staff, occupied classrooms, offices, labs, auditoriums, arenas and special event venues

3. Facilities that Sustain Emergency Response

Energy systems and utilities, communication systems, computer installations and potential sites of emergency shelter and operations

4. Unoccupied Facilities

Unoccupied offices, facilities and buildings should be protected by means that do not require members of the Pomona community to assume undue risks to their own safety.

SECTION THREE

Emergency Response Levels

Any incident or series of critical incidents which require(s) the College to disengage resources from normal operations to provide extraordinary protection of life, property and/or operations shall constitute a campus emergency. The Emergency Management Plan utilizes FIVE classifications that describe the estimated impact of an event on the operations of Pomona College and determine the College's emergency response.

Levels 1 & 2 are incidents that are mitigated at the department level utilizing the "On-Call Deans" system managed by Student Affairs.

Levels 3-4-5 are incidents that initiate the activation of the College's Emergency Management Plan. The decision to activate the EMP is made by the Senior Administrator On-Call (SAOC), who is the lead for initial decision-making.

Level 1: Isolated Incident

An isolated incident is a single-issue incident that may involve an individual or group who precipitate public inquiry by their behavior or illegal activity. These incidents usually do not disrupt routine operations (i.e. student/staff/faculty injury, suicide or misconduct, automobile accident).

Level 2: Developing Incident

Developing incidents have the potential to develop beyond an isolated incident, such as an approaching wildfire, weather pattern, hazardous material incident with potential to spread, regional security situation or pending event, as well as situations that generate a limited individual impact on employees, students and normal business operations. These incidents are monitored and have the potential to either diminish or escalate as the situation continues (i.e. fires, medical situations, weather). In situations where the incident develops beyond an isolated incident, on-call staff will contact the Senior Administrator On-Call (SAOC).

Level 3: Immediate Incident

Immediate incidents are those that require multi-level management decision-making but take place in a relatively contained area and do not severely disrupt routine operations. Situations may involve serious physical injury or death of an employee, student, or visitor to campus; criminal assault; and threats or events that have the potential to generate harm to health, life and property (i.e. suspicious behavior or packages; violent protest, hazardous materials spill).

Level 4: Campus Emergency

A campus emergency is an event or series of events that requires the College to interrupt routine business in order to provide extraordinary protection of life, community operations and/or property (i.e. major earthquake, hostage situation, mass injury, or explosion).

Level 5: Regional or National Emergency

A regional emergency is an event or series of events that threatens or disrupts the local community and impairs the College's ability to access regional resources normally made available by governmental support agencies (e.g. earthquake; terrorist warning; or biological, chemical, or radiological attack). Pomona College coordinates with the United States Department of Homeland Security in its recognition of domestic terrorism threat levels and plans campus security accordingly.

The Assistant Vice President for Facilities and Campus Services will coordinate the appropriate emergency response dependent on the level and nature of a specific incident. Level 1-2 incidents may or may not utilize the College's emergency resources. These incidents are primarily managed by the "On-Call Deans" system with support from specific departments (i.e. student behavior issues handled by Student Affairs). Level 3-4-5 incidents **may** necessitate the activation of all emergency protocols.

SECTION FOUR

Emergency Management Roles

The Assistant Vice President of Facilities and Campus Services is the primary individual responsible for coordinating the College's response to a campus-wide emergency. This individual is responsible for emergency planning efforts and will lead and manage emergency responses as directed by the President or his designee. The Assistant Vice President for Facilities and Campus Services is also the primary liaison between Pomona College and the other Claremont University Consortium Colleges as well as state and federal emergency management agencies. In this capacity the Assistant Vice President oversees the creation and implementation of the College's Emergency Management Plan.

Law Enforcement

The Claremont University Consortium Campus Safety Office serves as the first responder to any emergency situation as they are typically the first unit notified of an incident. Campus Safety then initiates response protocols as the situation warrants including coordination with Pomona College leadership, Claremont Police Department and Los Angeles County Fire Department.

Emergency Support Teams and Emergency Response Team

The Emergency Management Plan employs a functional approach to managing any College crisis, grouping types of direct assistance needed into eight Emergency Support Teams (ESTs). In most cases, each EST corresponds with a College department based upon areas of responsibility, resources, authority and capability. The eight Emergency Support Teams are: Academic Affairs, Information Technology, Facilities, Information and Planning, Community Care, Auxiliary Services, Law Enforcement and Communications. Representatives from each EST are available 24/7 to respond to any emergency situation.

Each EST has a set of responsibilities specific to its area of authority (SECTION EIGHT) and detailed response plans.

The College's Emergency Response Team (ERT) consists of representatives from each Emergency Support Team (EST). This group is charged with planning and preparing the College to respond in the event of a major incident, on or off campus, that substantially impacts daily campus operations.

Senior Administrator on Call (SAOC)

The individuals who serve as SAOC are administrators experienced in a variety of College operations. They initiate and coordinate the College response to all Level 3, 4 & 5 campus emergencies 24-hours a day. They may, at the discretion of the President, initiate and coordinate the College response to Level 1 or 2 campus emergencies. This response may include the activation of all or part of the College Emergency Response Team. Each administrator serves on a duty rotation of one week. SAOC duty schedules are posted in the Campus Safety Office and other appropriate locations.

Executive Staff

The Executive Staff assists the President in developing the strategy, tactics and overall plan for managing a Level 4 or 5 campus emergency. These individuals provide general oversight of all emergency response and recovery operations. They receive information from the Emergency Response Team (ERT) and determine appropriate courses of action to make certain that emergency management decisions ensure the health and safety of the community, are inclusive of all College communities and operations, and lead to quick restoration of the College's mission. The Executive Staff makes decisions on issues referred from the ERT that could have campus-wide impact, issues that impact College operations in the immediate future, and decisions that will modify the ongoing recovery effort. Executive Staff will also be advised and have input on requests for external resources. They will also initiate decisions in response to information they receive from other sources. These individuals remain

in contact with and provide guidance when necessary to the Emergency Support Teams (EST) that correspond to their respective areas of responsibility..

Individual members of the Executive Staff may provide specific guidance on the continuity of business operations or any form of disruption of normal campus operations. In addition, they may meet with various internal and external constituencies during an emergency to provide information and support to members of the campus community.

In addition to the President, members of the Executive Staff include: Vice President and Dean of the College, Vice President and Treasurer, Vice President of Advancement, Vice President for Planning, Vice President and Dean of Admissions and Financial Aid, Vice President for Student Affairs and other senior administrators selected by the President or his designee.

SECTION FIVE

Communications Networks

In an emergency, information will be disseminated to the College community and external public in a timely and accurate manner. The means of dissemination and specific details will vary on a case-by-case basis depending on the nature of the incident.

The Office of Communications is responsible for all means of internal and external communications related to an emergency incident. This includes drafting and disseminating messages, in coordination with other College offices. The primary forms of distribution are:

Connect-Ed Emergency Notification System
Campus Public Alert System
www.Pomonaemergency.info
www.Pomona.edu/emergency

Depending on the nature of the incident, the Office of Communications will determine the necessity to hold news briefings and escort reporters on campus. Should news briefings be needed, they would be held in a venue appropriate and available. Potential locations include: Rose Hills Theater; Edmunds Ballroom; Bridges Hall of Music. A press center adjacent to one of these venues would be established as another information distribution point.

Emergency Numbers

Emergency Hotline	1-87-Pom-Coll-8 (1-877-662-6558)
Campus Safety	909-607-2000 (x72000)
Campus Safety Escort Service	909-607-2000

Other Useful Contacts

CUC Student Health Services	909-621-8222
Monsour Counseling & Psychological Services	909-621-8202
Pomona College Advocates for Survivors of Sexual Assault	909-607-1778
Employees Assistance Program	800-234-5465
CUC Environmental Health and Safety	909-621-8538
CUC Central Facilities Services	909-621-8051
CUC Office of the Chaplains	909-621-8685

Loss of Communications

During periods when all or parts of the College's voice or internet communication networks are inoperative, the Emergency Response Team and ESTs will utilize cellular and radio communications, the G.E.T.S. emergency telephone lines, pay phones and other appropriate network communication services.

Informational broadcast communications will be delivered when technically feasible via Connect-ED which delivers messages through campus voicemail, registered cell phones, email, the College home web page (www.pomona.edu/emergency), the off-campus Emergency Web (www.pomonaemergency.info) and the Campus Public Alert System.

Information kiosks will be developed at several central locations throughout campus: Smith Campus Center, Bixby Plaza, Sumner Hall Parking Lot, and in the Peter Stanley Academic Quadrangle.

SECTION SIX

Campus Incident Management System

In the event of a Level 4 or 5 campus-wide emergency situation, the Emergency Response Team (ERT) will be activated. The ERT and Emergency Response Plan (ERP) are designed to assign leadership roles to the functional components necessary to manage any emergency situation. The ERT consists of members of the Executive Staff and other senior administrators. This group, when convened by the President or a senior administrator, will direct the actions of the Emergency Support Teams.

To ensure that all responses to any incident or emergency are carried out efficiently and in the most expedient manner possible, various staff organizations of the College are tasked with specific responsibilities that must be accomplished during a Level 4 or 5 emergency. The President or designee has overall responsibility for managing the event. However, the President or designee relies on the technical expertise of the College's Executive Staff to facilitate all emergency operations. Specific functional responsibilities are assigned as follows:

Functional Areas

This system will be activated in the event of a Level 4 or 5 incident with campus-wide or regional repercussions.

1. Incident Leader

The Incident Leader (IL) is in overall command throughout the duration of the incident until relieved by a senior staff member or a transfer of leadership during a long-term incident. During any incident with campus-wide or regional repercussions, the President or designee will become the default Incident Leader.

Incident Leader (IL) Responsibilities

- Establish leadership
- Assign staff based on the needs of the incident
- Determine the overall strategy for the incident response and communicate this strategy to all management levels of the organization
- Expand the leadership structure, as needed, to maintain an effective supervisory span of control as the incident escalates
- Approve requests for plans, distribution of resources, requests for additional resources, news and information to be released to the College community and publicly, and demobilization planning

2. Communications Function

The Vice President Advancement or designee will act as the incident Public Information Official (PIO) during an emergency incident. The PIO is responsible for releasing information to the College community and the public about the incident, and working with the media and appropriate responding agencies. Prior to briefing the media, the PIO must discuss the facts of the incident with the IL. The briefing should include information about what is known currently, the plan to control the incident, the College's priorities, timing for the next update, and the correction of any public misinformation.

The PIO is also responsible for working with other members of the ERT to communicate information about the incident and the health and safety of students, faculty and staff to the on-campus community, parents and alumni.

3. General Counsel (if applicable)

College Counsel or designee will provide guidance and the necessary legal support to assist in mitigating an incident or recovery.

4. Liaison – Senior Administrator On-Call (SAOC)

As the initial responder, the SAOC will serve as the Incident Leader (IL). As the incident develops, the SAOC will transfer the IL role to the President and/or the designated member of Executive Staff. Once the SAOC has informed the IL of the current situation, the SAOC will assume the role of liaison to the College EST's that are in the field and report to the Emergency Operations Center (EOC).

5. Operations Function

The Executive Staff assists the Incident Leader (IL) in developing the strategy, tactics and overall plan for the incident and recovery

6. Planning Function

Members of EST #5 or designee is responsible for information about the current status of the incident and resources. EST #5 also evaluates the need for and obtains additional resources to meet any anticipated operational changes. The planning objectives should be attainable, measurable and flexible.

7. Logistics Function

The Vice President & Treasurer or designee is responsible for providing the services, materials and facilities for the incident. The Logistics Official(s) is responsible for the Information Technology, Facilities, Food and Supplies unit.

8. Finance Function

The Vice President & Treasurer or designee is responsible for tracking all incident costs and evaluating the financial considerations. This selection is activated when the incident requires resources from external private support agencies that will seek reimbursement.

Emergency Operations Center (EOC)

The Emergency Operations Center (EOC) is the central operations center used during Level 4 or 5 campus emergencies. The EOC is fully equipped with communications gear, administrative supplies and other items. The EOC develops and then provides all appropriate information to the Executive Staff for final decisions on managing an emergency incident. The Senior Administrator on Call (SAOC), in consultation with the Assistant Vice President of Facilities and Campus Services, is responsible for activating the EOC should an incident require the support of multiple College entities. The EOC is staffed by members of the ERT who will manage a campus emergency.

SECTION SEVEN

Building Coordinator Program

Objective

To identify College staff who will serve as a resource to provide safety and security information to other staff and students that occupy a particular building serving an academic or administrative facility. Emergency Support Team #6 is responsible for the building coordinators program.

Program Structure

Each building located on the Pomona College campus will have two or three individuals who will serve as a "Building Coordinator." The residence halls will use RA staff to serve as "Building Coordinators" supplemented by Faculty-In-Residence and "On-Call Dean" staff. Emergency Support Team #6 – Auxiliary Services will coordinate the development and implementation of the Building Coordinator Program.

Building Coordinator Responsibilities:

- Serve on the Pomona College Emergency Response Team (ERT) as necessary.
- Ensure that building/floor evacuation plans are posted in all offices, classrooms and common areas.
- Distribute safety information as necessary.
- Report observations that affect the safety and security of floor/building occupants.
- Assist emergency personnel with building, area or campus evacuation procedures.
- Compile lists of people in evacuation area compared to emergency rosters

Training

Each Building Coordinator will receive training in:

- Building and campus evacuation procedures
- Fire protection systems within their floor or building
- Automated External Defibrillator (AED) use
- Shelter-In-Place Procedures
- Elements of the campus Emergency Management Plan

Recognition

Building Coordinators will:

- be identified to all staff and students
- be issued visible identification and support equipment
- receive certificates of appreciation for service

SECTION EIGHT

Emergency Support Teams (EST)

Emergency Support Teams (ESTs) play a major role in Level 3, 4 and 5 emergency situations. The task functions for each Team are available at all times within each Emergency Operations Center (EOC). The task functions consist of on-call personnel, other department support staff and scope of job functions, department resources for incident mitigation, department purchasing and vendor contracts, and on-campus emergency supplies.

Emergency Support Team # 1 - Academic Affairs

Lead Department: Vice President and Dean of the College

Support Departments: Emergency Support Teams

INTRODUCTION

The purpose of Emergency Support Team (EST) #1 *Academic Affairs* is to provide continuity of instruction and research on the campus during times of natural, man-made, infrastructure or technological disaster, or other catastrophic event. This includes: disseminating emergency information to the Academic Community; maintaining continuity of instruction and research when changes to course scheduling or class location are needed and possible; and working with the Office of the Registrar, Facilities and Campus Services Office, and the academic departments to find alternate spaces when necessary.

The College's policy for EST #1 is that all reasonable effort will be made to continue and provide support for scheduled classes. As needed, this may involve the relocation of classes to other 5-C spaces and rescheduling some classes into the early morning and evening hours (7-9 am; 7-10 pm).

In the event of significant emergencies involving the health, safety and security of College students studying abroad, or faculty and staff leading College-organized groups abroad, personnel will be relocated in consultation with the partner institution(s). In the event that this is deemed impractical, all College personnel will be transported back to the USA.

SCOPE OF RESPONSIBILITIES

A. Lead Department

Upon the declaration of an emergency or major disaster, the Office of the Vice President and Dean of the College is the lead campus department for EST #1 and will provide directives as well as coordinating technical and other support to the College.

B. Cancellation of classes

The decision whether or not to cancel classes will be made by the President and the Dean of the College, in consultation with the other Claremont Colleges.

C. Disruption of activity in academic buildings

The Registrar is responsible for maintaining a list of classrooms, broken down according to size, location and support services. Hard-copies of this list will be kept to cover needs in the event of electrical or network failure. The Registrar will also maintain current lists of classes, the faculty members teaching each class, and student rosters for "roll call" purposes. In the event that spaces for scheduled classes are disabled, the Registrar will work with the Associate Dean to designate alternative classroom locations. For Laboratory buildings, the Associate Dean is responsible for

working with the Registrar and with the Office of Facilities and Campus Services to relocate labs for Biology, Chemistry, Neuroscience, Physics and Geology.

D. Temporary classrooms or laboratory space

The Associate Dean and Registrar will work with the Office of Facilities and Campus Services to arrange for alternative instructional spaces when necessary, including possible use of trailers. Campus Services will provide a roster of such spaces, and their seating capacities and other features, to the Registrar and Associate Dean. These personnel will also work with their counterparts at the other Claremont Colleges to make arrangements for classes to utilize other 5-College spaces according to need.

E. Emergency Schedule

When there is a loss of approximately 40% of classroom space, the College will transition to an “emergency schedule” in which all courses will be rescheduled and taught in once-weekly, 75-minute sessions. Laboratory courses will continue to be taught where possible. Where lab spaces are disabled, the lab components of these courses will be canceled and the course credit and the listing on student transcripts amended accordingly.

F. Temporary closure of the College

With catastrophic losses of space or infrastructure greater than 40%, classes will be canceled and the College will close for the remainder of the semester. Additional work assignments for a course will not be sought after such an official announcement. Partial credit for coursework will be granted in the event that the disruption occurs during or after the mid-semester point. The Dean of the College will decide on the amount of credit and grading system to be employed in consultation with the Faculty Curriculum Committee. The Treasurer will make decisions about refunds, when appropriate.

In the event that the 5-C facilities are incapacitated for an extended period (months), every effort will be made to accommodate Pomona students at other liberal arts colleges nationwide and in R1 universities. This could occur when a regional emergency of such magnitude sufficiently incapacitates faculty and staff functions as to necessitate a significant recovery period. For more local but significant disruption, resumption of classes after a reasonable period will involve a combination of distance learning and the use of temporary facilities and rented space from neighboring institutions. Necessary adjustments may involve changes in schedule, class sizes, use of graduate students or adjunct faculty, and cancellation of labs or other classes requiring specialized equipment or infrastructure.

Following a major disruption or loss of the 5-C campus network and IT facilities, top priority will be given to restoring network services. This will allow for prompt resumption of essential campus services as well as the option to utilize distance learning technologies.

G. Disruption of students participating in instruction or research overseas

The Office of Study Abroad will conduct on-going monitoring of international situations at sites where Pomona College regularly sends students. In the event of emergencies threatening the health, safety and security of College students abroad, or faculty and staff leading College-organized groups abroad, The Director of Study Abroad convenes a Crisis Abroad Task Force, including the Vice President and Dean of the College and the Dean of Students. This committee will coordinate response actions with the partner institution(s). Where locations are deemed unsafe or unfavorable for continued instruction or research, programs will be relocated, suspended or canceled. The Crisis Abroad Task Force also coordinates the dissemination of information about emergencies including, as appropriate, communicating with families and with the campus community.

Response Protocol

1. The Academic Affairs EST #1 will assess the disaster situation with the entire ERT and begin a step-by-step response to needs in order of priority.
2. The Academic Affairs EST #1 will provide other technical assistance and advice to College departments where needed.
3. The College's plan will necessarily need to be flexible to account for the unique impacts of any emergency. However, the following actions are suggested as a working plan to follow according to the severity of the incident:

Scenario 1:

Less than a 20% reduction in available instructional space

The five colleges will work together to assign alternate classroom spaces.

Scenario 2: At least a 20% reduction in available space

Centralized, 5C room scheduling needed

All special events are canceled

PE courses are canceled

Non-credit activities are canceled – includes varsity athletics

Alternative space used for classes

Scenario 3: Approximately a 40% reduction in space

All of the above, plus:

Use Saturday/Sunday afternoons for classes

Compressed/re-distributed class times

Scenario 4: One or more of the Claremont Colleges campuses down

Classes are canceled for the remainder of the semester. Long-term instructional needs for subsequent semesters will be arranged with the assistance of other US Colleges and universities for the duration needed or through a combination of local accommodations supplemented by distance learning where necessary.

CONTINUING ACTIONS

Work with the Registrar's Office to develop a database listing all campus instructional spaces, with corresponding capacity and available technology, in which alternative class schedules can be arranged.

Work with Facilities and Campus Services to develop a database of alternate locations to hold classes.

Work with the 5-C registrars to develop complimentary databases to facilitate the planning of cross-campus space use.

Work with the Curriculum Committee to determine policies to govern awarding partial credit and alternative grading schemes for interrupted coursework.

Purchase an emergency supply of easels and white-boards to be held at the Office of Facilities and Campus Services for emergency use. Agreements will also be sought with local companies for renting additional materials if needed.

Establish a list of local sources for supplying customized instructional trailers according to need.

Maintain ongoing communication through the Office of Study Abroad to assess potential emergencies that could impact students studying overseas, as well as students, faculty and staff performing other work off campus.

Emergency Support Team # 2 – Information Technology

Lead Department: Information Technology Services

Support Departments: Facilities and Campus Services, Business Office

Introduction

Emergency Support Team (EST) #2 – is charged with providing guidance, technical expertise to the College Emergency Response Team and the College community for all data, video, Internet and core technology systems and services during emergencies on the campus.

EST #2 is responsible for ensuring that the various communication methodologies (IT systems, email, Pomona College web homepage) used to relay information to our community (faculty, staff, students – on-campus, off-campus, abroad –, parents, and alumni) during times of crisis are functioning efficiently and effectively.

EST #2 is responsible for establishment of a schedule of preventive maintenance and periodic testing of ITS emergency communications systems; Facilities and Campus Services (EST #5) is responsible for campus-wide radio emergency communications and the Campus Public Alert System.

The purpose of EST #2 is to monitor the College voice, video, data and core systems during a time of crisis and manage any issues that affect the ability of these systems to enable the College community to carry out their goals in support of the overall mission of Pomona College.

The magnitude of the disaster and its effect on the College's network and core systems will determine the response from EST#2. As part of its Disaster Recovery Plan, ITS is in the process of putting in place the infrastructure to allow it to respond to disasters of varying magnitude with particular focus on the restoration of services identified as tier one services (email, web services, domain and authentication services, file services, learning management system and administrative information system functionality). Once in place this infrastructure will allow ITS to implement various operational plans to assure continuity of tier one network services. ITS will respond accordingly depending upon the effect the disaster has on the technology systems.

If the emergency has a major or prolonged impact on the College core systems, ITS in coordination with the ERT will declare a formal core systems disaster. ITS will activate its Disaster Recovery Plan and commence core systems recovery as specified in the IT Disaster Recovery Plan (see IT Disaster Recovery Plan for detailed recovery plans). Core Systems are defined as the following:

- a. IP Network (Pomona's wired and wireless network)
- b. Domain Services
- c. Email System (Exchange)
- d. Jenzabar CX which also includes the Informix database
- e. Campus Portal, my.pomona (JICS)
- f. File Services
- g. Terminal Services
- h. Sakai (provided by Harvey Mudd College)

ITS will continue monitoring and recovery operations as necessary until the College has declared that the crisis has ended.

SCOPE OF RESPONSIBILITIES

When an emergency is declared at Pomona College, the ITS Operations Leadership Team will assume responsibility for continuity or recovery of the voice, video, data and core services at Pomona. The ITS member of the College ERT will be the liaison to the ERT, the College Core Team and ITS. The ITS Operations Leadership Team under direction of the Executive Director of ITS will include: Director of Client Services, Director of Information Systems, Director of Network Services, Director of Instructional Services and Director of Classroom and Media Services.

ITS electronically monitors many components of the College's network and core systems on a 24x7x365 basis. The initial response activities of ITS will center on an assessment of the "health" of the College's network and systems via the monitoring systems. The ITS Operations Leadership Team will assemble at the ITS emergency command center at J.C. Cowart IT Building in the event that an emergency is declared.

ITS will coordinate all necessary recovery activities with their technology business services providers. Partial lists of these business partners are:

- i. CINE (operated by Harvey Mudd College); providing Internet connectivity for the Consortium
- ii. Sakai (operated by Harvey Mudd College)
- iii. CUC IT; providing phone services
- iv. Jenzabar
- v. CISCO
- vi. Dell
- vii. Third Party Offsite remote location for network services and core systems (TBD)

CONTINUING ACTIONS

1. Identify offsite location for core services as part of the disaster recovery plan and obtain funding to enter into a formal contract for offsite recovery services.
2. Identify key vendors from whom it may be necessary to order replacement equipment in the event of major damage to the IT data center.
3. Complete redundant installation of Core services in the College's secondary data center in Gibson Hall.

Emergency Support Team # 3 – Facilities

Lead Department: **Facilities and Campus Services**

Support Departments: **Building Maintenance, Grounds, Housekeeping & Project Management**

INTRODUCTION

Having a well-trained organization with the proper resources in place to respond quickly and effectively to all types of emergencies is the key to efficient and effective emergency preparedness. For Facilities and Campus Services (FCS) preparedness means assembling, organizing, training and exercising all personnel to meet all emergency requirements. Most emergencies relate directly or indirectly to facilities and or infrastructure. Consequently, FCS is uniquely organized, staffed and equipped for handling emergencies. Experience has proven that it is best to keep emergency response operations functioning as close to normal day-to-day operations as possible. With communications tools and a management system already in place, FCS is accustomed to dealing with emergencies. In addition, contractors with whom the department interacts daily are readily available and can respond immediately.

SCOPE OF RESPONSIBILITIES

Facilities and Campus Services intends to provide a safe physical environment in which the College's mission remains continuous and wherein safety is always the number one goal.

All support activities will be provided in accordance with existing College policies and state and federal laws and regulations. All FCS personnel will work in accordance with their departmental policies, procedures and regulations.

FCS will:

- Provide technical advice and evaluation of infrastructure, buildings and site access.

- Coordinate engineering services in the form of building condition surveys.

- Contract support for inspection services, emergency repair of structures, infrastructure and assessment of buildings / systems.

- Coordinate damage mitigation, assessment and recovery services

- Maintain the ability to shut down and re-energize utility systems

- Provide response teams specially trained for various emergency scenarios, including search and rescue

CONTINUING ACTION

Ensuring that the College is as prepared as possible through various emergency preparedness training and campus emergency drills, maintaining emergency supplies, and regular review of emergency procedures and equipment.

Emergency Support Team # 4 – Community Care

Lead Department: Student Affairs and Campus Life

Support Departments: EST #3 – Facilities Mgmt and EST #6 – Auxiliary Services

INTRODUCTION

The primary responsibilities of the Emergency Support Team (EST) #4 - Community Care can be divided into three general areas: triage, medical support, and care and shelter. Medical support teams will provide the initial medical assistance for counseling as well as physical injuries. Care and shelter teams will assist persons impacted by a natural, man-made or technological disaster, or other catastrophic event.

Emergency Support Team (EST) #4-Community Care coordinates the College's efforts to provide care to the community of students, faculty and staff. These services could include, but are not limited to shelter, feeding, and emergency first aid assistance. CARE and SHELTER covers basic services such as helping coordinate the provision of food and drinking water with EST #6 auxiliary/dining services, enhanced comfort and counseling of victims and survivors, basic medical and hygienic needs (e.g., provisions of insect repellent, sun screen, port-a-potties, temporary showers), and related services. EST #4 also supports the establishment and maintenance of systems to provide bulk distribution of emergency disaster relief supplies to disaster victims and response personnel. We will work with EST #8 collecting information to operate a Data Information Collection (DIC) for the purpose of reporting student status, collecting and disseminating information.

SCOPE OF RESPONSIBILITIES

Initial response activities will focus on triage, medical help, and care and shelter, including the following:

- Provide resources for short-term counseling and/or emergency psychological assistance to student, staff, and faculty victims of an incident or emergency
- Provide emergency first aid to victims and emergency workers at mass care facilities and at designated sites within the disaster area. This service will be supplemental to emergency health and medical services established to meet the needs of disaster victims as provided by CUC Student Health Services and hospitals in our area (e.g., Pomona Valley Medical services, San Antonio Hospital, etc.).
- Collect and provide information regarding health and well-being of individuals residing/working within the affected area to immediate family members outside the affected area through a Disaster Information Collection (DIC) system
- Establish sites within the affected area for bulk distribution of emergency relief items to meet the urgent needs of disaster victims. These items could include, but not be limited to: clothing, blankets, sunscreen, insect repellent, basic medicine, vitamins, supplements, etc. The provision of these items would be done in coordination with EST # 6.
- Maintain an up-to-date list of all students, staff, and faculty housed in the residence halls to include room number, phone number, home address/phone number, and photographs (utilizing our capabilities with the Drop Box system).
- Maintain an up-to-date list of all students and staff housed in temporary housing areas.

- Maintain a list of students, staff, and faculty requiring special attention during any incident or emergency to include those students with handicaps and special health care requirements. The information for these lists would come from the Office of Campus Life, Dean of Students office, and issues self-reported by students.
- Primarily responsible for conducting and monitoring drills to ensure students are knowledgeable of emergency preparedness response actions for the most likely emergencies (i.e., fire and earthquake). EST#4 is part of the ERT team supporting and training the campus community on earthquake preparedness.
- Coordinate with Facilities and Campus Services to provide short-term housing for students, staff, and faculty, ensuring that all basic needs are met at any temporary housing site

CONTINUING ACTIONS

The activity of EST #4 Community Care during 2011-12 academic year will focus on two areas:

1. The continuing development of the Community Care Plan and
2. Training

THE CONTINUING DEVELOPMENT OF THE COMMUNITY CARE PLAN

- EST #4 will have former Associate Dean of Students and Director of the Smith Campus Center as a special project consultant. He will help us continue to develop our plan and he will develop checklists for the various roles necessary to implement a response to any emergency.
- EST #4 will work with the leadership from Claremont University Consortium (CUC) services, Student Health Services (SHS) and the Monsour Counseling and Psychological Services Center (MCAPS), exploring what resources they will provide in various emergency situations. For example, we will continue having discussions with Dr. Hayes and Dr. DeGroot, from MCAPS, working to resolve what resources Pomona College can expect to receive for short-term counseling and/or emergency psychological assistance to student, staff, and faculty victims of an incident or emergency
- EST #4 will continue developing our capability to communicate with the community and among first responders during an emergency.
- EST #4 will equip all faculty and staff living on campus with emergency supplies comparable to what is provided to members of the residence hall staff (RHS).

TRAINING

- EST #4 will lead an ongoing campaign to provide emergency preparedness training to as many Pomona community members as possible. During the summer of 2011, we offered our first CERT course: approximately a dozen students and staff members attended.
- In the Fall of 2011, Pomona College is offering an emergency preparedness class through the Physical Education Department. It is anticipated that this course will prepare more than two-dozen individuals from the College community this semester to support emergency response.
- In September of 2011, EST #4 will offer a special 3-hour training session on our Community Care Plan for the College. The session will cover the three pillars of our approach to community care: triage, medical support, and care and shelter.
- All members of the residence hall staff (RHS) were trained in first aid and CPR. The residence hall staff includes RA's, Head Sponsors, Sponsors, Programmers and an intern. By including the Sponsors, we were able to increase the numbers of RHS from last year by sixty students.
- Campus Life will continue its practice of having evacuation drills during the first week of classes each semester (August 31st and September 1st; dates for the Spring drills TBD).
- The Division of Student Affairs will continue its practice of having tabletop drills with the residence hall staff once per month.

Emergency Support Team # 5 – Planning

Lead Department: **Facilities and Campus Services**

Support Departments: **Emergency Support Teams**

INTRODUCTION

Emergency Support Team (EST) #5 - Information and Planning collects, analyzes, processes, and disseminates information about a potential or actual emergency to facilitate the overall activities of the College in providing assistance. Fulfilling this mission supports planning and decision making both in the field and at operation centers.

SCOPE OF RESPONSIBILITIES

During disaster operations, EST #5 becomes the Information and Planning Section of the EOC. It is the information broker for operational information among ESTs.

- Plan activities as needed in anticipation of, or immediately following, a disaster or emergency
- Performs as a staff-level function in support of College leadership
- Process information that is common to one or more operational elements and that contributes to the overall perspective of the emergency
- Responsible for overall coordination of situation assessment operations and coordinates disaster intelligence activities of on-ground disaster assessment personnel
- Tasks Emergency Support Teams to provide technical expertise and information necessary to develop accurate assessment and analysis of a developing or ongoing situation
- Contacts other organizations to enable it to provide daily information updates for reporting and analysis requirements of ESF #5

Emergency Support Team # 6 – Auxiliary Services

Lead Department: **Facilities and Campus Services**

Support Departments: **Dining Services, Conference & Events, Mail Services**

INTRODUCTION

The purpose of Emergency Support Team (EST) #6-Auxiliary Services is to ensure that the College is provided with temporary housing, food services, mail delivery and distribution services before, during and after any disaster that befalls the College. This plan describes the response actions of EST #6 and the responsibilities of primary and support departments in accomplishing those response actions.

SCOPE OF RESPONSIBILITIES

EST #6 coordinates with Facilities Management in the College's efforts to provide emergency food service and mail service to students, faculty and staff and manage the Building Coordinator Program. The services required may include, but are not limited to, providing temporary shelter or helping to locate off-campus facilities, providing food service in the dining facilities and/or relocating these services to other available College sites or off-campus facilities and providing mail and distribution services to campus departments and the Emergency Operations Center.

Initial response activities will focus on meeting urgent housing and feeding needs. As the extent of the disaster is determined, emergency Mail Service and activation of Building Coordinators procedures will be implemented on an as needed basis.

Division Managers and Building Coordinators

The Division Managers and Building Coordinator roles commence immediately after an event whether it be an evacuation of the campus or a "shelter-in-place." They are responsible to communicate conditions in evacuation sites (i.e., injuries, conditions, accounting of people) to the ERT. Once this has been completed, their services can be utilized for other tasks (i.e., runners for information, crowd control, distributing supplies to people in assembly areas) as assigned. More information can be found in Section 7.

Division Managers

There are four Division Managers designated to work with the ERT and Building Coordinators should evacuation or lock-down of the campus be required. Each Division Manager has approximately eight buildings geographically located within their division. They are equipped with a radio that can communicate with the ERT and the Building Coordinators located within their division during evacuations. During shelter-in-place situations, they will assist in communicating with building occupants.

Building Coordinators

A Building Coordinator and Back-up Building Coordinator has been assigned by the departments residing in the building. They are equipped with a hard-hat, two-way radio, clipboard, emergency vest, megaphone and sign designating the building they represent. Their primary responsibility is to account for people and be the eyes and ears for the ERT to the situation in their particular evacuation site.

Food and Shelter

In the event that the dining halls are not available, the College will provide a six-day supply of food and water for 2,300 people. Dining Services also has a plan to feed people with a menu of canned food for three days either indoors or at outdoor assembly areas.

Since there may be varying degrees of facilities in service, following is a summary of what is available to faculty, staff and students in the way of food and shelter. This could be used in a variety of scenarios depending upon what facilities are deemed accessible.

Food & Emergency Water

- If dining halls are accessible, the staff would serve meals using existing food until a delivery is made to campus from outside vendors.
- If the dining staff is unable to cook meals, they have the ability to serve meals for three days using canned food in storage. (stored in a container behind Frary Dining Hall)
- There are also 1000 calorie energy bars in Container #2 (near Kenyon House-key is in the lockbox) for 2300 people for three days that can be distributed until food can be served.
- There are 50 gallon water barrels, pumps/spigots, cups located in Container #3 located near Kenyon House-key in the lockbox).
- Water can be moved to Assembly Areas as required via electric carts.

Shelter

- In storage are 2300 emergency shelter kits that include a water bottle, flashlight, batteries, poncho, solar blanket, whistle, pocket knife and hand warmer.
- Assembly areas are the south campus parking structure, Merritt Field, Strehle Track Field.
- There are approximately 800 blankets in Oldenborg basement available (providing the building is accessible).

Transporting of food, water and shelter supplies to assembly areas will require the assistance of EST #3.

Mail Services

Depending upon resources and the condition of U.S. Postal Services, mail services will continue on campus.

CONTINUING ACTIONS

- Maintain a schedule to rotate and replace food, water and other perishable items prior to their expiration date.
- Each semester, review the Division Manager and Building Coordinator roster. Secure replacements for those who will no longer be fulfilling in the role.
- Arrange training for Division Managers and Building Coordinators each semester.
- Ensure the college's two-way radios are maintained and serviced annually.

Emergency Support Team # 7 – Law Enforcement

Lead Department: **Campus Safety**

Support Departments: **Office of Student Affairs**

INTRODUCTION

The purpose of Emergency Support Team (EST) #7 - Law Enforcement is to assist in the College's response to an emergency by providing activities to secure and protect those areas damaged or impacted. EST #7 coordinates all law enforcement and security procedures during emergencies. These services include providing personnel for crowd control and security of damaged sites to prevent vandalism and theft. EST #7 also has the primary responsibility for coordinating emergency communication to include maintaining a record of all calls received and responded to. EST #7 serves as the liaison to, and coordinates the College's activities with all outside law enforcement agencies and LA County Fire Department. EST #7 serves as the primary point of contact for relaying key law enforcement and security related information to the President and other designated College officials.

SCOPE OF RESPONSIBILITIES

This scope describes the response actions of EST #7 in the coordination of law enforcement services during an emergency. Initial response activities will focus on isolating and securing those areas affected; coordinating the response of outside agencies (Claremont Police Department); and developing liaisons with other additional law enforcement agencies as needed.

- Conduct all law enforcement procedures at emergency sites
- Provide personnel for crowd control at any incident or emergency site
- Conduct security of all sites damaged during an incident or emergency to ensure against vandalism and theft
- Maintain written or tape-backup record of all incoming and outgoing calls conducted during any incident or emergency
- Coordinate the activities of all department personnel with the activities of the Claremont Police Department (if responding)

Emergency Support Team # 8 – Communications

Lead Department: **Communications**

Support Departments: **Information Technology Services**

INTRODUCTION

The purpose of Emergency Support Team (EST) #8 - Communications is to provide and coordinate internal and external communications and disseminate timely, accurate and appropriate information to Pomona's various publics promptly and efficiently.

SCOPE OF RESPONSIBILITIES

The Communications Office will do the following:

- Ensure that it possesses the working **technical infrastructure** needed to handle and disseminate information in most foreseeable circumstances and through various media;
- Provide all Communications staff members with a set of standing **assignments** (including back-ups) in the event of a declared emergency;
- Use the Emergency Communications Checklist to make sure no important step is neglected;
- Maintain communication **contingency plans** appropriate for a range of emergency scenarios;
- Maintain readily accessible **contact lists** of Pomona College officials, Claremont Consortium public information officers, and important media contacts, available to staff members on paper and on office computers and laptops;
- Maintain a plan for pre-approved locations and procedures for **media contacts and briefings**;
- Keep available, both on office computers and out-of-office laptops, **prepared text for releases and messages** concerning the operations of the College's emergency plan, in order to facilitate the development of early statements and messages; and
- Maintain an up-to-date Pomona **fact sheet** and list of **core messages**.
- Maintain photographic and video equipment to carry out historic documentation of damages.

Emergency Support Team # 9 – Finance

Lead Department: Business Office

Support Departments: Information Technology Services

INTRODUCTION

The purpose of Emergency Support Team (EST) #9 - Finance is to ensure that the College is equipped to provide funding for emergency measures and ongoing operating expenditures during and after any emergency or disaster that befalls the College.

SCOPE OF RESPONSIBILITIES

EST #9 will coordinate with the Assistant Vice President of Facilities and Campus Services in order to expedite payment for all emergency measures that have not been procured in advance. The Finance leadership team, comprised of the Controller, the four Assistant Controllers and the Office Manager, will coordinate their schedules to provide support commensurate to the incident. A Level 4 or Level 5 emergency may restrict access to the Business Office and/or the equipment and internet access normally used to process checks and wire transfers. Plans are in place to handle this possibility.

Should a Level 4 or Level 5 Emergency interfere with normal time keeping and payroll processing, the Business Office will duplicate the previous period's paychecks and automatic deposits. Adjustments for actual hours worked will be made in a subsequent pay period. Should a Level 5 Emergency restrict the ability of the College to operate and/or provide adequate workspace, the Business Office will process payroll in accordance with the approved policy.

EST #9 will work with the Emergency Response Team in obtaining state or federal emergency funding if available.

EST #9 will process the necessary budget transfers to fund the emergency response.

CONTINUING ACTIONS

Maintain an emergency binder with all current bank account numbers and bank contact information.

Configure the Controller's laptop computer to initiate account transfers and wire transfers.

Develop a policy for determining faculty and staff pay during an extended interruption of normal operations.

Work with Facilities and Campus Services staff to develop a preferred vendor listing for emergency supplies and services.

SECTION NINE

Guidelines for Departmental Plans

Department directors and chairpersons will review their operations and prepare specific emergency procedures for each facility or operation under their control in which a possible emergency could occur. Area-specific emergency procedures will be incorporated into this Plan as an Annex. Emergency plans should contain, as a minimum, the following information (but procedures may be expanded to include other information deemed appropriate):

A brief description of the facility or the type of operations conducted;

A list of credible emergencies that could occur based on the type of operations that are conducted within the facility, laboratory, or classroom area;

Description of personnel actions for each credible emergency that would require specialized responses; i.e. hazardous material spills, bomb threats, etc.

A list of personnel in charge of respective operations to include phone numbers and/or addresses where contact can be made after normal working hours;

Procedures for notifying personnel should an emergency occur on the facility that requires their presence to resolve or stop the incident;

Procedures for evacuating and accounting for any visitors and for all personnel normally working in the facility to include:

- Determination of when an evacuation is necessary,
- Designation and use of staging areas to account for personnel,
- Selection of evacuation routes out of the facility to the staging area,
- Establishment of a personnel accountability system,
- Procedures for the evacuation of handicapped personnel
- Procedures for advising the EOC that evacuation are complete.

Description of alarm systems, speaker systems, or other means of communicating the emergency condition to all personnel;

Description of specialized equipment needed by units responding to an emergency;

Procedures for shutting down all utilities to the affected area (if required) and for securing the facility from unauthorized entry (if necessary) until emergency response units arrive

Key Elements of a Departmental Plan

Description of Facility (Operations)

Emergency Phone Numbers

Other Important Phone Numbers

Medical Emergencies

Minor Medical Incidents

Employee On the Job Injuries

Security Emergencies

Bomb Threats

Initiating Fire Emergency

Emergency Evacuation

Non-Emergency Evacuation

Staging Areas & Accountability

Special Needs

Computer System Emergencies

Individual Workstation Failure

Facilities Emergencies

Alarm Activation

Telephone System Failure

Elevator Failure

Odors

Flooding and Water Leaks

Electrical Power Failures

Special Information

Weather Emergency

Description of Warning Systems