# POMONA COLLEGE
# EMERGENCY MANAGEMENT PLAN

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POMONA COLLEGE
EMERGENCY MANAGEMENT PLAN

EXECUTIVE SUMMARY

The Pomona College Emergency Management Program is organized and developed under the direction of the Facilities and Campus Service Department. The 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:

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.

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 B – Standard Operating Procedures
The Annex B document outlines various procedures and logistical information for a variety of emergency situations.
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 (e.g., student/staff/faculty injury, 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 (e.g., 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 (e.g., 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 (e.g., 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 Senior Administrator On-Call (SAOC) 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 (e.g. 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 Emergency Management Program. This individual is responsible for emergency planning efforts and will lead and manage emergency responses as directed by the President or her/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.

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 nine Emergency Support Teams are: Academic Affairs, Information Technology, Facilities, Community Care, Planning, Auxiliary Services, Law Enforcement, Communications, and Finance. 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 3, 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 Communications, 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 her/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 5 Emergency Notification System
- Campus Public Alert System
- LiveSafe

Main Social Media Accounts:
- www.twitter.com/pomonacollege
- www.facebook.com/pomonacollege

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; or outdoors near the Stanley Academic Quad at 6th and College Avenue. A press center adjacent to one of these venues would be established as another information distribution point.

Emergency Numbers:

- Emergency Conference Call Bridge 712-432-1500 - host code: (600677*) participant code: (600677#)
- 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 909-607-7233
- 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 and the Campus Public Alert System. As necessary, 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 3, 4 or 5 campus-wide emergency situations, the Emergency Response Team (ERT) will be activated. The ERT and Emergency Response Plan (EMP) 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 3, 4 or 5 emergencies. 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 3, 4 or 5 incidents 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 of Communications or designee will act as the incident Public Information Official (PIO) during an emergency incident and lead Emergency Support Team #8-Communications. 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 the ERT to communicate information about the incident and the health and safety of students, faculty and staff to the campus community, parents and alumni.
3. **General Counsel (if applicable)**
   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 may 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 Vice President of Finance and Treasurer or designee will serve as the Operations Chief (OC) and manage Emergency Support Teams #2-IT, #3-Facilities, #6-Auxiliary Services and #9-Finance. The Operations Chief assists the Incident Leader (IL) in developing the strategy, tactics and overall plan for the incident and recovery.

6. **Planning Function**
   The Vice President and Dean of the College or designee will serve as Planning Chief (PC) and manage Emergency Support Team #1-Academic Affairs. The PC is responsible for planning the continuation of the core business function on a short and long term basis. The planning objectives should be attainable, measurable and flexible.

7. **Logistics Function**
   The Vice President and Dean of Student Affairs or designee will serve as the Logistics Chief (LC) and manage Emergency Support Teams #4-Community Care, #7-Campus Safety. The LC is responsible for planning the logistical needs of the College before, during and after and campus wide emergency situation.

**Emergency Operations Center (EOC)**
The Emergency Operations Center (EOC) is the central operations center used during Level 3, 4 or 5 campus emergencies. The EOC, located in the Cowart IT Building, 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. The secondary EOC is located at Kenyon House.
SECTION SEVEN

Disaster Assistance Response Team – D.A.R.T.
The D.A.R.T. is an integral part of the Auxiliary Services Emergency Support Team (EST) #6. It is the role of DART members to prepare for emergencies before, during and after an extraordinary event, whether it is an evacuation or a lock-down of a campus building. They are responsible to communicate conditions in evacuation sites (e.g., injuries, conditions, accounting of people) to the Emergency Operations Center (EOC). Once this has been completed, their services can be utilized for other tasks (e.g., distribution of information, staff support, distributing supplies to people in assembly areas) as assigned.

Division Leaders
There are four Division Leaders designated to work with the EOC and D.A.R.T. members should evacuation or lock-down of the campus be required. Each Division Leader has approximately eight buildings geographically located within their division (See Exhibit “A”).

Evacuation:
- During an evacuation, the Division Leaders will locate themselves to a safe, outside area within radio contact to the evacuation sites but away from the congestion of the actual site.
- Their first contact with the D.A.R.T. members will be to determine condition (i.e., red-life threatening condition; yellow- some injuries, none life-threatening; or green everyone is ok).
- Upon receipt of this information, it will be sent, via two-way radio, to representatives in the EOC.
- Throughout an event, instructions from the EOC to evacuation sites (i.e., relocate to a common assembly area) will be disseminated via the Division Leaders to the D.A.R.T. members via two-way radio. Should radio service not be available, runners will provide communication.
- They will stay in place until released by the EOC.

Building Leaders
Two D.A.R.T. members have been assigned by the departments residing in the building to work as a team. Each is equipped with a hard-hat, two-way radio, clipboard, emergency vest, megaphone and sign designating the building they represent. They are responsible for:
- Periodic safety checks of the building
- Ensure staff/student rosters are current and posted in each classroom; and a current emergency flip chart is posted in all classrooms/common areas.
- Account for people and be the eyes and ears for the EOC to the situation in their particular evacuation site.

Evacuation:
- Once it has been determined that the building will be evacuated, the D.A.R.T. members will relocate to their designed evacuation site equipped with their blue bag containing their equipment (including building occupant rosters) and turn on their two-way radio.
- They will hold up the sign indicating the building for which they are responsible to direct people to congregate in that location to be counted.
- Their first responsibility will be to get a count and location of injured people (i.e., red-life threatening condition; yellow- some injuries, none life-threatening; or green everyone is ok) and major visual damage to facilities and report it to the Division Leader when prompted.
• D.A.R.T. will then account for people who were in the building by name. This can come from classroom rosters provided by the instructor, staff rosters from individuals or by simply writing the names of those in the evacuation site.
• After a summary of those in the evacuation site has been accomplished, the Building Leaders will wait for instructions, release people, move to another location, etc.) from the EOC via the Division Leaders. Should two-way radio not be available, runners will provide communication.
SECTION EIGHT

Special Task and Rescue Squad – S.T.A.R.S.


The S.T.A.R.S. is a resource of that can be used during any situation that threatens the College’s people or property and is activated under the following circumstances:

- An Emergency Incident at an organization’s facility
- An earthquake of 5.0 within 10 miles of the organization.
- Level II or higher activation of the College’s Emergency Operations Center.
- During any weather event with winds of 60 miles per hour or more.
- During any weather event resulting loss of life and or property.

The S.T.A.R.S. can be activated to respond to the following situations:

- Special events
- During “Warnings” issued by the Emergency Response Team (ERT)

During an unplanned emergency, the first STARS member on scene assumes the role of Field Operations Coordinator and works under the control of the Operations Chief or designee. Subsequent STARS members arriving on scene are divided into 2-person sub teams and are given an STARS radio call sign and assignment. During planned operation’s the Field Operations Coordinator will designate a Tactical Commander (TC). The TC will be responsible for the execution of all STARS operations.

All operations and tactical capabilities of the STARS are based on the 2-person sub team element. A minimum of 4 STARS personnel will be deployed whenever possible.

Training

All members of STARS are required to successfully pass training and regular skills assessments to gain and keep their position. In addition, an annual validation exercise is conducted to assess the skills of STARS as a whole. STARS members must participate in a minimum of 2 hours per month of training. All training is scenario based and designed to test both individual and team skills.
SECTION NINE

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.

See Annex A for a complete description of all Emergency Support Teams

SECTION TEN

Guidelines for Departmental Plans
Disaster Assistance Response Team (D.A.R.T.) will work with department directors and chairpersons to 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