DRAFT MEMORANDUM

Date: May 01, 2019

To: All Full-time Faculty, Classified, Confidential and Management Employees

From: President's Cabinet, Police/Campus Safety

Subject: Mt. SAC Emergency Training Plan and Matrix:

Per federal and state emergency regulations, and guidelines developed for community colleges by the California Community College Chancellor's for emergency preparedness, all Mt. SAC employees must receive training based on their designated role and responsibilities during an emergency. All Mt. SAC employees must complete an emergency orientation training. An example of an emergency orientation training is the current "Disaster Service Worker" presentation. This training is offered through POD for new hires and during Mt. SAC Disaster Preparedness Week every October. A new orientation presentation and video series is being developed to address classroom emergency procedures for faculty and instructional staff.

In addition to orientation training, all key personnel must complete the following training classes: FEMA's National Incident Management System (NIMS) IS-700a, and Introduction to the Incident Command System for Higher Education (ICS) IS-100HE and per California Code of Regulations (CCR), Title 19, Section2428(a) and 2446, *Standardized Emergency Management System (SEMS), Introduction* training. These trainings were last offered at Mt. SAC in 2016.

Mt. SAC Key Personnel
Pursuant to California Education Code Section 71095 and AB 767, the California Community College Chancellor's Office defined and developed emergency training guidelines for community colleges. Because every institution is unique, and works from different operational and management structures, the Chancellor's Office recognized key personnel will vary from one community college to another. Using these and other guidelines, Mt. SAC identifies their "Key Personnel" as belonging to one or both of the following groups:

- **Disaster Service Workers** – Pursuant to CA Gov. Code 3100, all state employees are designated as Disaster Service Workers and *"are subject to such disaster service activities as may be assigned to them by their superiors or by law."* This employee group includes all full-time and permanent part -time faculty, classified, confidential, managers and administrators.

- **Critical and Emergency Response Personnel** – These Mt. SAC employees hold critical and support function roles and responsibilities that will be needed in the event an emergency impacts life-safety, campus operations or administration. This group may include, but is not limited to, Campus Safety employees, Managers, Emergency Operation Center (EOC) staff, Campus Emergency Response Team members, and professional or technically trained personnel from other departments or programs such as Health Services, Facilities, the Farm and the Child Care Development Center.

Required Emergency Training

Mt. SAC recognizes that all Disaster Service Workers need a basic understanding of their role and responsibilities before, during and after an emergency. Disaster Service Worker training is currently offered to campus employees. An orientation video series is in development for all staff and faculty and should be completed by fall 2018.

Because of their support functions and administrative roles, Classified and Management employees will be required to complete ICS 100HE, SEMS Intro and NIMS 700a. These courses may be completed online or when offered as a combined training class through POD. It is highly recommended full and part time permanent Faculty complete the required ICS 100, SEMS Intro and NIMS 700a trainings to gain a better understanding of campus emergency response protocols. These courses are required for faculty who will participate in campus emergency response team activities.

In order to receive disaster assistance and recovery funds and grants, Mt. SAC must meet NIMS requirements by training all key personnel in basic ICS, SEMS, and NIMS courses. Mt. SAC highly recommends all employees complete the basic training courses regardless of their role in an emergency. Beginning in May 2018 these courses may be completed online or as a combined ICS/SEMS/NIMS training class.

Mt. SAC Emergency Training Plan and Matrix

To help all staff and campus emergency responders understand what training is required or recommended, an emergency training plan and matrix are available. The plan and matrix are based on regulations and guidelines from the US Department of Homeland Security (DHS/FEMA), California Office of Safety and Health Administration (Cal OSHA), California Governor's Office of Emergency Services (Cal OES), the Higher Education Opportunity Act, California Government Code for Disaster Service Workers, and guidelines developed by the California Community Colleges Chancellors Office.

The matrix is designed to highlight required and recommended training for all Mt. SAC employees. Course descriptions are included in the Mt. SAC Emergency Training Plan. Understanding that some employees will have limited time to attend preparedness trainings, classes will be offered online or as short video presentations. At the very minimum, all Mt. SAC employee must review or attend an Emergency or Disaster Service Worker Orientation presentation. Opportunities to attend emergency training classes will be made possible through Classified Professional Development and FLEX days, Emergency Preparedness Week and periodically throughout the academic year. Classified employees will be given release time and Managers will be required to attended basic ICS, SEMS and NIMS courses and other emergency trainings specified in the matrix.

Credit for Previous Training Offered by Mt. SAC

Between 2002 and 2016 Mt. SAC offered numerous ICS, SEMS and NIMS training courses. Records were maintained by the Professional Organizational Development (POD) office. Employees who have satisfied the basic ICS, SEMS and NIMS training requirements will not be required to re-take the courses. Attending a training class for refresher is highly encouraged. Employees who do not have record of completing the basic ICS, SEMS, and NIMS trainings in POD will receive a notice to fulfill this requirement in a separate email. A list of employees required to complete the basic ICS, SEMS and NIMS training will be sent to supervisors and managers.

Other Previous Trainings

Because required ICS, SEMS, NIMS and other emergency preparedness and response trainings are standardized and offered by numerous employers, Mt. SAC employees may submit training certificates from previous employers if those classes meet the same training requirements as FEMA or Cal OES courses. Because some trainings are site specific, not all prior training will be accepted.

What is ICS?

The Incident Command System (ICS) is a standardized system used for command, control and coordination during an emergency response. The system is designed to be flexible and is able to expand and contract resources as needed. ICS is a fundamental form of management, with the purpose of enabling incident managers to identify the key concerns associated with an incident – often under urgent conditions – without sacrificing attention to any component of the system. Mt. SAC emergency response protocols comply with the Incident Command System.

What is SEMS?

In 1993, California Senate Bill 1841 (CA Gov. Code 8607) established the Standardized Emergency Management System (SEMS). All California state agencies, counties, special districts and local governments are required to meet SEMS compliance and training requirements. SEMS establishes a common reporting structure, common terminology and establishes a framework for how the district will work with local agencies and jurisdictions in a variety of emergencies. Mt. SAC emergency response protocols comply with SEMS guidelines.

What is NIMS?
In 2004, Homeland Security Presidential Directive (HSPD) 5 and 8, "Management of Domestic Incident" introduced the National Incident Management System (NIMS). Based largely on SEMS, NIMS is intended to improve response operations through the use of the Incident Command System (ICS) and other standard procedures and preparedness measures. NIMS implementation and training compliance is required for all federal, state, county, special districts and local governments. Mt. SAC emergency response protocols comply with NIMS requirements.

References
- Homeland Security Presidential Directive (HSPD) 5 & 8, *U. S. Department of Homeland Security, Federal Emergency Management Agency*
- The 2017 National Incident Management System (NIMS) document, *U. S. Department of Homeland Security, Federal Emergency Management Agency*
- Higher Education Opportunity Act - *29 U.S.C. 1092*
- California Emergency Service Act - *CA Gov. Code 8550-8551*
- Disaster Preparedness *California Government Code 8607*
- Disaster Services Worker - *CA Gov. Code 3100-3109*
- Standardized Emergency Management System (SEMS) - *CA Gov. Code 8607, 19 CCR 2400-2450*
- California Education Code - *Section 71095, Assembly Bill 797*
- California Occupational Safety and Health Administration (Cal/OSHA) - *8 CCR 3220*
- California Community College Chancellors Office - *March 13, 2017 Memorandum, CCC Emergency Preparedness Training Matrix*
- Mt. San Antonio College - *Resolution No. 09-03 Recognizing and Adopting the National Incident Management System (NIMS), BP 3505 Emergency Response Plan*