

**CHAPTER 2: Administration and General Institution  
BOARD POLICY NO. 2.55 (BP 3505)**

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** BP 2.55 Emergency Response Plan  
**Revision Date:** 1/10  
**Policy References:** Education Code Sections 32280 et. seq.; 71095; Government Code Sections 3100 and 8607(a); Homeland Security Act of 2002; National Fire Protection Association 1600; Homeland Security Presidential Directive-5; Executive Order S-2-05;19 California Code of Regulations (CCR) Sections 2400-2450; 34 Code of Federal Regulations Part 668.46(g)

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1. The Chancellor shall establish procedures that ensure that the District implements a program or plan to be activated in the event of an emergency, or when a natural disaster or hazardous condition occurs. This program or plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The program must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster. The procedures can be found at: <http://www.smccd.edu/publicsafety/emergencypreparedness.shtml>.

District and College emergency planning documents and information about the Emergency Operations Center (EOC) can be found at:  
<https://smccd-public.sharepoint.com/Pages/emergencyplanning.aspx>.

2. Compliance with NIMS and SEMS mandates include:
  - a. Establishing a disaster preparedness program or plan
  - b. Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines. Training requirements vary based on job titles or assigned roles within the emergency management program
3. College personnel must be informed that as public employees, they are also disaster service workers during national, state and local emergencies. The Chancellor should ensure that an ICS team is created to carry out compliance with NIMS and SEMS mandates.
4. Responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions and the state management level.
5. The plan or program should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. Colleges must comply with NIMS and SEMS to receive federal or state funding.